HOLY SPIRIT
Regional Catholic School

School Nurse Job Description

Position Title: School Nurse	**Immediate Supervisor:** Principal
Position Status: • Full-time (40 hours/week) • Benefits eligible • Non-Exempt	**Work Schedule:** • Monday – Friday • 7:20 a.m. – 3:20 p.m.

Holy Spirit Regional Catholic School (HSRCS): HSRCS is a PreK – 8th grade school which opened in September 1960. Today HSRCS serves approximately 350 families and 470 students. The mission of HSRCS is to provide an education strongly rooted in Catholic values, reflecting each student's unique qualities and promoting excellence in the whole person.

Job Summary:
The School Nurse supports the mission of Catholic education by promoting the health, safety, and well-being of students and staff in a nurturing, faith-filled environment. This role provides direct medical care, manages health records, oversees medication administration, and coordinates health screenings and immunization compliance. The School Nurse serves as a compassionate caregiver, health advocate, and resource for families and faculty, ensuring that students are physically and emotionally supported to thrive academically and spiritually.

Responsibilities:

Student Health & Medical Care
- Provide first aid and emergency care for injuries, illnesses, and chronic conditions (e.g., lacerations, fevers, stomach aches, fractures, diabetes)
- Dispense medications in accordance with school policy and parental authorization
- Monitor and assist diabetic students with blood sugar testing
- Communicate with parents/guardians about injuries, illnesses, and unexpected changes in chronic conditions
- Maintain a clean, organized, and well-stocked clinic environment

Health Records & Compliance
- Maintain detailed and confidential medical records for students, faculty, and staff
- Review and track student immunization records annually
- Document clinic visits, medication administration, and health-related incidents
- Ensure compliance with diocesan, state, and HIPAA health regulations

Health Education & Training
- Promote health education and wellness initiatives within the school community

- Assist with annual health screenings (e.g., vision and hearing for Kindergarten)
- Attend CPR and AED training regularly;
- Teach faculty and staff on AED and EpiPen use and provide ongoing education
- Support cafeteria worker evaluations and other health-related staff assessments

Field Trip & Event Support

- Provide medical care and supervision during day and overnight field trips (e.g., Dauphin Island Sea Lab)
- Ensure students' health needs are met during off-campus activities

Communication & Collaboration

- Communicate promptly and compassionately with parents, faculty, and staff regarding student health concerns, medications dispensed, or any other medical incident.
- Serve as a liaison between families, administration, and healthcare providers
- Collaborate with school leadership to support a safe and nurturing learning environment

Other Responsibilities

- Any other duty as assigned by the Principal

Minimum Qualifications:

- Bachelor of Science in Nursing (BSN) from an accredited college or university (recommended minimum by NASN and ANA)
- Active Registered Nurse (RN) license issued by the Alabama Board of Nursing
- Successful completion of the NCLEX-RN examination
- Current CPR, First Aid, and AED certification
- 3 – 5 years experience in pediatric, public health, or school nursing (preferred)
- Familiarity with student health needs, chronic conditions (e.g., diabetes, asthma), and medication protocols
- Strong skills in recordkeeping, communication, and emergency response

Knowledge, Skills, Abilities

- Experience in pediatric nursing, public health, and chronic condition management (e.g., diabetes, asthma)
- Experience with First aid, CPR, AED use, and emergency response protocols
- Familiarity with immunization schedules, communicable disease control, and health screenings
- Understanding of HIPAA, FERPA, and diocesan confidentiality policies
- Strong clinical judgment and ability to assess and respond to student health needs
- Clear and compassionate communication with students, families, faculty, and healthcare providers
- Ability to educate staff on health protocols, including EpiPen and AED usage
- Organizational skills for managing supplies, accurate documentation, and compliance tasks

- Calm and effective response in high-stress or emergency situations
- Provide care that reflects Catholic values and supports the spiritual and physical well-being of each child
- Maintain a safe, clean, and welcoming clinic environment
- Collaborate with school leadership to promote a culture of wellness and safety
- Support students during field trips and off-campus activities
- Adapt to changing health needs and stay current with best practices in school nursing
- Exercise discretion, empathy, and professionalism in all interactions

Job Conditions/Physical Demands: The following are representative of the physical capabilities that must be met by an employee in this position and the working conditions that an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, employee is required to stand, stoop, sit, walk, talk, hear, grasp, reach, and perform repetitive motions of the fingers, hands and wrists. Must be able to push, pull, lift, and carry items up to 30 pounds.

Work is performed in a clinic setting in school.

Occasional evening or weekend hours for special events may be required.

Employee Acceptance

I understand that I am required to handle all confidential and proprietary information with the highest level of discretion and integrity; information must be used exclusively for work-related purposes and may not be disclosed to unauthorized individuals or entities.

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the school change, as determined and directed by the Pastor/Principal. I also agree to abide by the policies included in the Holy Spirit Regional Catholic School Family Handbook and the Holy Spirit Regional Catholic School Faculty and Staff Handbook.

SIGNATURES:

EMPLOYEE: _____DATE: _____

SUPERVISOR: _____DATE: _____