



The Co-op School nurse provides health services for students and staff and acts as an advocate, liaisons, and consultant on health-related issues for students, families, and school personnel. They are an integral part of the school program in supporting an optimum physical, mental, emotional, and social climate for all students and staff. The services provided by the School Nurse include health care delivery, health counseling, and health program and policy development.

### **Responsibilities**

- Work with Administration to make sure that best health practices are being outlined and followed
- Provide healthcare to students and staff
- Perform health screenings to students and staff
- Organize health records including the management and collection of state-mandated health records for students and staff (i.e. immunization records);
- Coordinate referrals to private healthcare providers;
- Serve as liaison between school personnel, family, and community healthcare providers to ensure a healthy school environment;
- Monitoring immunizations, managing communicable diseases, and assessing the school environment to prevent injury and ensure safety;
- Overseeing infection control measures;
- Overseeing medication administration, health care procedures, and the development of healthcare plans;
- Oversee vision, hearing, body mass index, and mental health screening procedures;
- Make decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance.

### **Qualifications**

- Bachelor's degree required;
- Certified Registered Nurse;
- Ability to stay organized and effective despite a highly variable daily schedule;
- Strong communication with leadership, parents, and staff regarding individual student needs
- Understanding of health appraisal and immunization record collection and management

Successful candidates should also have the following experiences and characteristics:

- Deeply embed themselves into the community of the school, ensuring strong relationships, high engagement, and great operational results;

- Are a champion of The Co-op School's belief that all members of the school community must be active learners and participants in order to ensure a high-quality education for all our learners;
- Are a resourceful problem-solver who proactively shares best practices that drive our operational excellence; and
- Have a growth mindset

**Interested candidates are asked to send a cover letter and résumé to Evelyn Espinoza, Director of Human Resources, at [evelyn@thecoopschool.org](mailto:evelyn@thecoopschool.org)**

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