



Sage International Network of Schools engages students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.

School Nurse (RN, CNA, or Health Tech considered):

Sage International School - a public school of choice - is seeking applicants to fill a **FULL TIME** (optional PART TIME) School Nurse position for the 2022-2023 academic year.

ESSENTIAL DUTIES

- Care for ill/injured children, administer basic first aid and assist with emergencies as needed;
- Monitor student and staff health related conditions and situations;
- Communicate regularly with the Registered Nurse regarding acute and/or communicable disease trends;
- Assist students with their medication administration
- Communicate with parents/guardian regarding concerns and treatment when appropriate by telephone, or written communication;
- Assist with student health screenings
- Encourage and promote disease prevention such as hand washing, good hygiene;
- Maintain the health office; ensure it is clean, organized and fully supplied with the necessary equipment;
- Perform data entry, maintain log of health records and of all services provided;
- Complete and document Child Protection reports, accident reports and other health related reports, when appropriate
- Maintain confidentiality of student and staff health information;
- Perform all work duties and activities in accordance with the Sage International Network policies and procedures and the Idaho Nurse Practice Act.

Other Duties and Responsibilities

- Assist office staff with answering phones, or performing other office functions as necessary;
- Perform other school related duties as required;
- Attend services and training sessions as required.

COMPETENCY REQUIREMENTS

- CPR and first aid certification;
- Demonstrate patience and compassion in communicating with students, staff and parents;
- Communicate effectively both verbally and in writing;
- Handle health related issues in an efficient and calm and confidential manner;
- Prepare and maintain accurate student health records in a clear and concise manner;
- Properly use and maintain medical equipment such as thermometers, blood

- pressure cuff, etc.;
- Operate a personal computer and job-related software;
 - Maintain effective working relationships with students, school employees, parents and supervisory personnel;
 - Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
 - Maintain office, school and individual confidentiality.

QUALIFICATIONS

- High school diploma or GED equivalency; preferably supplemented with college level coursework in a health field; and
- CPR certification and First Aid certification are required; and
- Two (2) years general school health related experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform job duties

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize documents and materials and assess and monitor student health and medical issues;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office and medical equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, occasionally lifting or moving objects that may weigh up to 20-50 lbs.
- Jobs in this class require performing repetitive motions in data entry, filing and handling paperwork; occasionally related job tasks may require, with or without reasonable accommodation, stooping, kneeling, crouching, reaching, grasping and lifting students who have been injured or need assistance;
- Must have a valid Idaho Driver's license and a vehicle to drive and/or must provide own transportation for job related activities.

Salary and benefits package depending upon experience. *****

Please email application materials to jobs@sageintl.org and/or visit the Sage International School website to apply online at - www.sageinternationalschool.org (under employment).

Sage International Network of Schools is an equal opportunity employer.