

Positions:

Full-time Certified School Nurse
Part-time LPN or RN

Job Summary:

Oversee the provision of health services for students and staff at the Lehigh Valley Charter High School for the Arts using clinical knowledge and expertise.

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www.CharterArts.org

LVCHSA is a non-profit 501(c)3 tax-exempt corporation founded in 1998. LVCHSA is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- Current PA Registered Nurse license
- Bachelor's Degree in Nursing (BSN)
- Current CPR/AED certification required
- **PA School Nurse Certificate; full time position** will include summer hours to coordinate summer student mailing, review documentation, etc.
- **Part-time position (LPN or RN)** will work under the direction of the Certified School Nurse totaling 20 hrs weekly; schedule may change week-to-week. Candidate may need to work evenings or weekends depending on the school's performance schedule or occasional field trip. Additionally, based on medical need, the candidate may need to be flexible in start/end times weekly and must be able to travel, if necessary.
- Background experience working in a public school or with community health, pediatric, critical care and/or emergency room nursing preferred
- Candidates must be organized, flexible, and able to multitask while remaining calm in stressful situations
- Experience working with IEPs and 504s a plus

Essential functions of the job may include but are not limited to the following:

Domain 1: Planning and Preparation

- Perform a complete, appropriate, and detailed assessment of student records for incoming students and for individual students as they arrive to the health room on a daily basis, including asking questions about medical history and potential contributing factors; reviews student immunization records and follows up throughout the school year according to state requirements and to update parents as necessary to maintain compliance
- Creates detailed emergency care plans for students with life-threatening food allergies or other medical needs and trains staff members on how to recognize and respond to life-threatening allergy reactions
- Coordinate substitute nurses when needed
- Collaborate with school administration to develop, review, and update medical policies and procedures throughout the year as necessary
- Maintains logs of inventory and communicates directly with parents when refills are needed and/or when medications expire
- Collaborates with school administration to ensure emergency procedures are clear and explicit for students with medical needs, including a wheelchair evacuation procedure
- Review and approve field trips to ensure that appropriate medical personnel attend the trip if necessary
- Collaborates with the Health and Wellness teacher to ensure that curriculum meets the needs of students at Charter Arts

Domain 2: The Environment

- Ensures that the health office is well maintained, cleaned, and organized
- Ensures that medication is secured and locked (with the exception of asthma inhalers and epipens)
- Maintains a welcoming environment for all students and staff

Domain 3: Service Delivery

- Oversee all medicine administration to students to ensure that it meets state and local procedures and policies
- Ensure that students with medication are supervised as necessary when taking medication; records diabetic information, etc.
- Delegate responsibilities to the part time nurse or substitute nurse as necessary to ensure the completion of health screenings, medical consultations with doctors, participation in IEP/504 meetings when necessary, etc.
- Oversee the Athletic Trainer from St. Luke's University Health Network
- Communicates with school administration, artistic directors, and classroom teachers when students need medical alerts, bathroom passes, elevator passes, etc.

Domain 4: Professional Responsibilities and Development

- Collection and maintenance of annual student health information updates
 - Conducts, or schedules, required faculty trainings as per state requirements and student needs (seizure training, epipen, etc.)
 - Complete incident report documentation for situations that arise and need medical attention; complete follow-up communication with school administration and parents as necessary and to determine a student's future needs upon return to school and/or the classroom
 - Communication with parents/guardians regarding the health and well being of students; oral and written communication skills necessary
 - Follows recommendations outlined by the PA Department of Health
 - Participates on the student support team (SST) and support concussion management when students are diagnosed and have doctors accommodations
 - Uses respectful, supportive, and knowledgeable communication as evidenced by positive feedback to administration from students, parents, and colleagues
 - Consistently demonstrates reflection and incorporates evidence-based strategies to improve practice
 - Actively pursues and develops professional development opportunities and makes substantial contribution to the profession
 - Other as assigned
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CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BSN degree in nursing from an accredited institution or related field
- Pennsylvania School Nurse certificate required
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Perform all other related work delegated or required to accomplish the objectives of the total school program.

- Must have and maintain high expectations for all students.
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office equipment; ability to use computer technology and digital cameras efficiently; must appropriately handle confidential information; ability to use AV equipment for group meetings, presentations, projectors, and video equipment.
- Physical - Sit: 40% Drive: 5% Walk/Stand: 55%
- Body Movements: Manual dexterity to use necessary medical equipment and repetitive movement of fingers and hands for keyboarding
- Lifting: Moderate lifting from 15 to 30 pounds
- Mental - Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Environment - Artistic high school environment.

To APPLY: please email your cover letter, resume, and three letters of recommendation as one pdf document to jobs@charterarts.org. We will accept resumes until the position has been filled.

Once your application is reviewed, you may be contacted for a phone interview. Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Final interview candidates are required to submit up-to-date Act 168, I9, state and federal criminal background checks, and their child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts.

All application materials will be saved for a period of up to three years.