

**Position:**  
**Full Time Certified School Nurse (CSN)**



**JOIN OUR TEAM!**

At Charter Arts, creativity and community abound!  
Come join our team of artists and educators to ensure that ALL students have access to a rigorous and engaging learning environment in a creative and collaborative arts high school.

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[www.CharterArts.org](http://www.CharterArts.org)

**VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

**MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

**TO APPLY:** Submit your cover letter, resume, three letters of recommendation, certification, and clearances as one PDF document to [jobs@charterarts.org](mailto:jobs@charterarts.org) by September 30, 2021. Applications will be accepted until the position has been filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts 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:**

- **PA Certified School Nurse (CSN) required or willing to attain certification through an approved state program**
- Full-time position, including summer hours to coordinate summer student mailing, review documentation, etc.
- Current PA Registered Nurse licence
- Current CPR/AED certification required
- The flexibility to work evenings or weekends depending on the school's performance schedule or occasional field trips
- Based on the medical needs of students, the CSN may need to be flexible in start/end times weekly and must be able to travel, if necessary
- Experience with COVID-19 pandemic contact tracing and background experience working in a public school or with community health, pediatric, critical care, and/or emergency room nursing preferred
- Candidates must be able to maintain a calm, cool and collected presence in addition to being organized, flexible and able to multitask during busy and stressful situations
- Attention to detail and technology experience is needed to ensure accurate monitoring of health room visits, communication with families, implementation of health plans, etc.
- An effective and efficient communicator in all areas of the position
- Experience working with student IEPs and 504 service agreements a plus

**Reporting relationships: Administration**

### **Job Purpose:**

Using clinical knowledge and expertise in the area of school and community health, the Certified School Nurse (CSN) is an integral member of the Charter Arts community. The CSN will oversee all health services for students and employees at Charter Arts, including, but not limited to: management of student health records, health-related training for employees, timely and consistent communication with families regarding health-related school attendance and vaccination requirements, health concerns, and emergencies. It is the responsibility of the CSN to inform school stakeholders of any medical needs of the students in their care and to accurately enter these notes into the student information system. The CSN is a liaison between local health organizations and keeps the school with the best interest of the students and employees at the forefront of all decisions. Further, the CSN should exude compassion, build relationships within the school with students and employees, and uphold confidentiality in all health-related situations.

### **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 proactively trains employees on how to recognize and respond to life-threatening allergy reactions
- Schedules and conducts required employee training as per state requirements and student needs (seizure training, EpiPen, etc.); monitors sign-in sheets for all health-related professional development
- 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 develop and implement curriculum and, in certain cases, specific training or lessons for students to provide and meet the needs of all enrolled high school students

#### **Domain 2: The Environment**

- Ensures that the health office is well maintained, cleaned, and organized
- Maintains all stock as needed/utilized within the health suite
- Ensures that medication is secured and locked (with the exception of asthma inhalers and EpiPens)
- Monitors AED machines and other school equipment to keep it in functional, good working, and safe condition
- Maintains a welcoming, clean, and organized 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.
- Supports students with medical device usage and monitoring during the school day, if necessary, i.e. diabetes pumps, epi-pens, gastric tubes, 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.
- Communicates in a timely fashion with approved family members, school administration, artistic directors, and classroom teachers regarding student's medical alerts, special bathroom and elevator passes, etc.
- Proactive approach to student support, i.e. noticing increased health suite visits by individual students and addressing issues head on and preventatively with a personable and professional response

#### Domain 4: Professional Responsibilities and Development

- Collection and maintenance of annual student health information records and updates
- Works with the Bethlehem Health Bureau, local health partners, and school administration to stay up to date on CDC, PDE, and COVID-19 (and all pandemic) recommendations for schools and takes the lead on contact tracing for students and employees
- Complete incident report documentation for situations that arise and need medical attention; complete follow-up communication with school administration and parents as necessary and 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; effective and clear oral and written communication skills necessary
- Follows recommendations outlined by the PA Department of Health and proactively calls for support as needs or questions arise
- Participates on the student support team (SST), when necessary, to support concussion management when students are diagnosed and have doctors accommodations
- Serves as a member and contributes to the effectiveness of the School Safety Team
- Uses respectful, supportive, and knowledgeable communication as evidenced by positive feedback to administration from students, parents, and colleagues
- Keeps an open line of communication with the Administration and other stakeholders regarding student health concerns and management
- Consistently demonstrates reflection and incorporates evidence-based strategies to improve practice
- Actively pursues and develops professional development opportunities and makes a substantial contribution to the profession
- Compiles data and completes statewide reporting to maintain compliance as needed (SHARRS, etc.)
- 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.

- RN/BSN degree in nursing from an accredited institution or related field
- Pennsylvania School Nurse certificate required or willingness to attain emergency certification while enrolling in a state approved CSN program to attain certification
- 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 with a customer and delivery service mindset

- Must have and maintain high expectations for all students
- Demonstrates creativity and leadership
- Knowledge and implementation of relevant technology
- Background experience and interest in the arts a plus

### 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: 60% Drive: 5% Walk/Stand: 35%
  - 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.
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### Notes:

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.*

*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.*