

**Position:**  
**Part-Time RN/LPN**

**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.



321 East 3rd Street, Bethlehem, PA 18015  
phone (610) 868-2971 | fax (610) 868-1446

[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, RN or LPN license, and clearances as one PDF document to [jobs@charterarts.org](mailto:jobs@charterarts.org). 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:**

- Active and valid RN or LPN PA nursing license required
- Flexible scheduling offered weekly; 16-24 hours per week at a pay of \$20.00/hour
- CPR/AED certification required
- Flexibility to support the CSN with medication distribution, field trip coverage, and health suite coverage, etc.
- Candidates must be able to:
  - maintain a calm, cool and collected presence
  - remain organized, flexible, and able to multitask during busy and stressful situations
  - monitor and track health room visits and utilize technology
- Experience working with student IEPs and 504 service agreements a plus

**Reporting relationships:** Certified School Nurse (CSN) and Administration

**Job Purpose:**

Part-Time RNs or LPNs will work under the direction of the Charter Arts Certified School Nurse (CSN). They will be an integral member of the Charter Arts community and must be able to oversee and implement health services for students and employees at Charter Arts, including, but not limited to: student health records, medication distribution, field trip coverage, and timely and consistent communication with families regarding health-related needs, concerns, and emergencies. Charter Arts nurses 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**

- Implement emergency care plans for students with life-threatening food allergies or other medical needs
- Maintain logs of student visits, inventory, and communicate directly with parents when necessary
- Complete Safe Schools training and be prepared to support students during drills, evacuations, etc.

**Domain 2: The Environment**

- Maintain a welcoming, clean, and organized environment for all students and staff
- Maintains all inventory as needed/utilized within the health suite
- Ensure that medication is secured and locked (with the exception of asthma inhalers and EpiPens)

**Domain 3: Service Delivery**

- Oversee medication 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.
- Support students with medical device usage and monitoring during the school day, if necessary, i.e. Complete health screenings, medical consultations, or other as assigned
- 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.

**Domain 4: Professional Responsibilities and Development**

- Enter confidential information into the Student Information System as assigned
- 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
- Communicate with parents/guardians regarding the health and well being of students; effective and clear oral and written communication skills necessary
- Use respectful, supportive, and knowledgeable communication as evidenced by positive feedback to administration from students, parents, and colleagues
- Keep 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

---

**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 or LPN PA license in nursing 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 with a customer and delivery service mindset

- Must have and maintain high expectations for all students
- Demonstrates flexibility and confidentiality
- 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: 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.
- 

#### **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, I9, 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.*