



School Nurse and Health Compliance Supervisor

Personal Qualifications:

Plymouth Christian Academy is seeking an experienced **Part-time School Nurse and Health Compliance Supervisor**.

The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word; standard for faith and daily living
3. Model Biblical principles in attitude, speech and actions toward others. (Luke 6:40)
4. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity and personal leadership qualities to nurture children.

Position Summary:

The School Nurse and Health Compliance Supervisor reports to the School Superintendent and plays an integral role as an advocate, liaison, and consultant on health-related issues for students, families, and the school community. The School Nurse and Health Compliance Supervisor is responsible for implementing best practice measures to ensure the promotion of health and wellness within the school environment. These responsibilities involve direct student care, health education and policy management. The School Nurse and Health Compliance Supervisor must also adhere to local, state and federal guidelines to ensure compliance of the overall health within the school community.

Education and Experience:

- Bachelor of Science in Nursing or Diploma equivalent required
- Minimum of two years of experience as a school nurse, preferable in public health nursing
- Valid Registered Nurse (RN) license to practice professionally in Michigan required
- Basic understanding of health appraisal and immunization record collection and management
- Experience relating to, speaking to parents and community

Job Responsibilities:

- Provide communicable disease prevention and control programs
- Offer direct care during the school day to students and faculty/staff
- Manage the medical needs of students with chronic health concerns



- Create and maintain documentation of all treatment and medical service activity performed
- Clearly and effectively communicate with parents, healthcare providers, along with faculty/staff regarding student health concerns while maintaining confidentiality.
- Create, maintain, and implement school health policies
- Educate students, parents, and employees on various health issues
- Provide guidance and counseling around health to students, faculty/staff, and parents according to professional standards
- Identify and report school building safety or environmental issues which impact student or staff health to the building administrator
- Ensure school compliance to local, state, and federal requirements for record keeping and reporting of communicable disease and other health concerns
- Collaborate with the Safety and Security Director to maintain a safe, healthy learning environment
- Participate on the school Health and Safety committee, to develop and implement school wellness plans and procedures
- Maintain inventory of supplies and materials needed

Job Knowledge, Skills, and Abilities:

- Alignment to School's purpose, mission
- Must have strong organizational skills
- Strong verbal and written communication skills
- Ability to effectively handle multiple tasks
- Ability to assess situations and act quickly
- Must have strong computer skills (Web management, excel, word, social media, etc.)
- Ability to work as part of a team and willingness to collaborate with colleagues
- Ability to work with limited supervision
- Demonstrated ability to work with people from diverse ethnic groups Respectful of the school culture

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through a criminal records check with local, state, and federal law enforcement agencies.