



SCHOOL NURSE (REVISED September 11, 2020)

Reports To: Chief Financial & Operations Officer

Job Status: Full Time FLSA [Non-Exempt]

Start Date: Immediate

DESCRIPTION

The San Francisco School seeks a **compassionate, experienced School Nurse** to join our diverse, dynamic team to help ensure the wellbeing of its staff and students during the COVID-19 pandemic and beyond. Having created and enacted health and safety protocols for summer camp, preschool reopening, and a staff Learning Hub, the School will resume on-campus Kindergarten to 8th Grade instruction as permitted by the San Francisco Department of Health. The School Nurse will continue to execute the procedures currently in place and/or adapt them as needed, with PPE, isolation room, and required equipment to safeguard the wellbeing of the School's staff and students.

In addition to involvement in the School's COVID-19 response, this full-time position includes managing routine and emergency health issues; developing and teaching a student health curriculum; and further refining the role of this recently created staff position. The ideal candidate will possess cultural competency, shared values, and alignment with our mission which prioritizes social justice and the humanitarian promise of our students; work empathetically with children from preschool to adolescent ages; and have leadership qualities to guide and manage the School's health and safety procedures.

The San Francisco School is a progressive preschool-8th grade independent school with a multicultural, inclusive community. It is committed to staff diversity, both to reflect the high value SFS places on multicultural understanding and for the direct benefit of each student.

REQUIREMENTS

- RN with an unrestricted California license
- Familiarity with state immunization requirements
- Skilled at building rapport with children of all ages and backgrounds, exhibiting empathy, compassion, strong communication, and nurturing bedside manner.
- Excellent communication, organizational, and management skills
- Previous experience in pediatrics and/or a school setting is strongly preferred

BENEFITS

- **Salary range \$85,000 - 95,000** commensurate with experience
- **Benefits** competitive with Bay Area standards
- **Paid time off for school holidays** (including Thanksgiving, winter, February, and spring breaks)
- **Paid vacation days (summers negotiable)**
- Opportunities for professional development and CNEs

RESPONSIBILITIES

Clinical duties

- Participate in reopening process, including the implementation of COVID-19 protocols and knowledge of the current local and state health authority guidelines
- Triage, assess, and treat illnesses and injuries, including the administration of medications, first aid, and CPR, with coordination of referral and follow-up care as necessary
- Collaborate with School Counselor and Social-Emotional Learning Coordinator to support mental wellbeing of students
- Initiate health screening programs for routine pediatric conditions



- Maintain health records as required by state for all students
- Document student immunization records and prepare annual state status report
- Manage inventory of OTC and prescription medications, first aid supplies, and emergency preparedness supplies

Health Education

- Develop and teach age-appropriate health curriculum for students
- Provide health and safety related professional development to the staff and family education to the community
- Coordinate CPR, AED, and first aid training for staff

Communicable Disease Prevention and Response

- Coordinate with public health agencies and provide information to administration
- Participate in the establishment of non-COVID-19 health-related protocols and policies
- Participate in disaster response

Administrative & Front Office Support

- Work collaboratively with administration
- Develop and update routine and emergency health care protocols for the SFS Family Handbook and the SFS Employee Handbook
- Provide Front Desk support and coverage
- Utilize database and communication programs, including G Suite and health management systems with high proficiency

OVERVIEW OF THE SCHOOL

The San Francisco School, aptly characterized by a parent as an “urban school with a village atmosphere,” embraces San Francisco’s ethnic, cultural, and socioeconomic diversity. Our progressive approach to education encourages children to develop self-reliance, strong academic skills, creativity, and a commitment to social justice. Students graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

If you are interested in us, we would love to meet you! Please send a single document (pdf) with your letter of interest, resume, and three references to: jobs@sfschool.org.

Questions? Give us a call at (415)239-5065.