

# UrbanPromise School Nurse

## Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation seeking a full life for all involved; urban youth, families, volunteers and staff; in the neighborhoods of our city.

## Mission

The mission of UrbanPromise is to equip children and through Christ with the skills necessary for academic achievement, life management, personal growth, and servant leadership. *UrbanPromise Wilmington*

The mission of UrbanPromise School is to provide an excellent Christian education for our youth in academics, life skills, and leadership. *UrbanPromise School*

<b>Job Title:</b> <i>School Nurse</i>
<b>Reports to:</b> <i>Principal</i>

## Job Purpose

The Urban Promise School nurse assists in providing **the emotional, mental, physical and social health of students**. School nurses also manage students who have chronic health conditions and students with disabilities. This includes giving them medication as needed and working with parents and teachers to create and enforce care plans and other reasonable school-related responsibilities as assigned by the principal.

## Responsibilities

- Perform hearing, vision and other health screenings
- Treat students and staff as needed
- Develop care plans for students with ongoing conditions
- Consult with teachers, school administrators and other school staff regarding student care
- Administer medication
- Monitor student immunization records
- Educate students and staff on health procedures

## Qualifications

- Registered Nurse (RN) license, or Licensed Practical Nurse (LPN)
- Knowledge of many areas of health including mental health
- Knowledge of school laws and policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly
- BLS/CPR certification
- Knowledge of state health regulations
- Ability to multitask

**STUDENT DEVELOPMENT**

- Foster a loving, character-building environment for all students.
- Ensure that students are fully supervised at all times.
- Identify students’ individual gifts and abilities and encourage their growth.
- Provide a safe and healthy environment.
- Be sensitive to indicators in the students of physical and/or emotional abuse, and take action indicated by school/ministry policy.
- Render aid, comfort, and instruction in case of emergency.

**PROFESSIONAL**

- Participate in workshops, educational opportunities, in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPS. Attend and participate regularly in scheduled chapel services, staff retreats, committee meetings, staff meetings, and similar events to foster a sense of community within UrbanPromise.

**PERSONAL**

- Maintain personal standards of conduct and grooming that project a positive, professional impression to students, families, and staff and that comply with the Urban Promise School policy.
- Respect and submit to the constituted authority of UPS (Principal, Executive Director, UP Board, and other ministry leadership).
- Utilize the Urban Promise School Grievance procedure (Matthew 18:15-18) to resolve conflicts.
- Work with the Principal on an ongoing basis to review and improve school policies.

**OTHER DESIRABLE CRITERIA**

- Supervise lunch periods, recess times, and After Care when needed.
- Assume housekeeping and cleaning duties as assigned.
- Maintain open and effective communication with faculty, Principal, Executive Director, and ministry administration.
- Maintain confidentiality of information regarding each student, parent, and guardian.
- Actively volunteer for other school-related tasks and responsibilities to support the mission of UrbanPromise as a not-for-profit ministry.
- Lift and carry light loads, move student desks, chairs, etc.

**JOB HOURS/BENEFITS**

- Duty Hours 9 AM to 1 PM daily during the school year and as provided in the employment contract. Lunch is eaten with the children. See Staff Handbook for further guidance regarding benefits.

Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_