



# JOB OPENING AT NOBLE LEADERSHIP ACADEMY

## Part-Time School Nurse

Noble Leadership Academy provides educational excellence in a safe and nurturing environment. We make every effort to challenge, educate and support our students in recognizing their full potential as productive, responsible, faithful and contributing members of our society. Noble Leadership Academy is dedicated to excellence in all educational opportunities.

### ***Requirements include, but are not limited to:***

- New Jersey School Nurse Certificate
  - Current license to practice as a registered nurse (RN) in New Jersey
  - Current certification in Heartsaver AED course (Adult and pediatric CPR & AED) which is designed by the American Heart Association.
  - Demonstrate the ability to effectively communicate orally and in writing, using proper grammar and vocabulary.
  - Knowledge of child growth and development, community and family dynamics, cultural diversity, current health issues, and wellness education.
- 
- Possess knowledge of laws and regulations regarding student immunization and health requirements before enrollment in a non-public school.

## ***Responsibilities Include, but are not limited to:***

- **Conduct health services and screening programs as required by law and/or non-public school policy.**
  - **Schedule and supervise health surveys of students and staff.**
  - **Provide emergency care in case of sudden illness and administer first-aid in case of injury to students or staff according to established policies and procedures.**
  - **Be responsible for the availability and maintenance of required medical supplies and equipment.**
  - **Maintain up-to-date health records on all students; maintain records of immunizations for the purpose of an immunization record audit and ensure the confidentiality of these records.**
  - **Help prevent and control communicable disease through classroom discussions, inspections, exclusion, and re-admissions of students and staff in keeping with state and local health regulations and non-public school policies.**
  - **Take immediate action and notify appropriate personnel concerning any evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.**
  - **Confer with and advise students, parents, and staff members on matters pertaining to the health and safety of students.**
  - **Maintain proper phone etiquette and practice discretion when communicating with parents or the community.**
  - **Issue electronic/paper communication that are written with appropriate language, phrases, and punctuation. Use of slang or text language is not acceptable.**
  - **Participate in the development and implementation of Noble's emergency and crisis management plan.**
  - **Plan and implement school health management protocols for the child(ren) with chronic health problems.**
- 
- **Administer prescribed medication to students in accordance with law and school policy. Provide training and supervision of the emergency administration of epinephrine, glucagon, and/or naloxone for designated school staff.**

## ***Terms of Employment:***

- **10-month Employment**
- **Belief in and alignment with Noble's mission and vision is non-negotiable**
- **Ability to think critically about the details of a task at hand and backwards plan in order to meet timelines to drive real-time progress.**
- **Ability to adjust tasks and schedule to changed priorities.**
- **Availability to work within the time frame of 7:45am-3:50pm Monday-Friday.**

## ***Evaluation:***

- **Performance of this job will be evaluated annually in accordance with New Jersey State Law (Title 18A).**