



## **SCHOOL NURSE**

Job Title: Certified School Nurse – Arts Academy Charter Middle School  
1610 East Emmaus Avenue, Allentown, PA 18103  
Reports To: Principal and Director of Student Services  
FLSA Status: Exempt  
Employment Type: Full-time (10-month position)

### Position Overview:

The Certified School Nurse (CSN) plays a vital role in supporting student health and academic success. Working within the middle school setting (grades 5–8), the CSN promotes the health and well-being of students through assessment, intervention, health education, and collaboration with families, staff, and community providers. This professional ensures the school environment supports students' physical, emotional, and mental health needs.

### Key Responsibilities:

#### Health Services:

- Provide direct nursing care to students and staff, including first aid, medication administration, and management of chronic conditions.
- Conduct health assessments and screenings (vision, hearing, BMI, scoliosis).
- Develop and implement Individualized Student Healthcare Plans (IHPs) (Asthma, allergy, seizure, diabetes, crisis plans, concussion protocols, etc.) and Emergency Action Plans (EAPs).
- Monitor and manage communicable diseases and immunization compliance.
- Medication order compliance and storage of medications.
- Work with nutrition and lunch staff regarding student food allergies.
- Update Student health forms.

#### Health Education and Promotion:

- Provide age-appropriate health education to students individually or in groups.
- Serve as a resource to staff and parents on student health and wellness.

#### Collaboration and Communication:

- Collaborate with school counselors, psychologists, teachers, and administrators to support students with physical or mental health needs.
- Communicate effectively with parents/guardians regarding student health concerns and care plans.
- Act as a liaison with community health providers and agencies.

#### Recordkeeping and Compliance:

- Maintain accurate health records in compliance with state and federal regulations (e.g., FERPA, HIPAA).
- Submit reports as required by the state and school district.
- Ensure proper documentation of all nursing care and communications.

#### Health and Safety Leadership:

- Participate in the development and implementation of school-wide health policies.
- Train staff on first aid, CPR, and emergency procedures.
- Lead or support initiatives related to school health and wellness (e.g., mental health awareness, hygiene education).

#### Qualifications:

Education: Bachelor's degree in Nursing (BSN) required.

#### Licensure and Certification:

- Current Registered Nurse (RN) license in the state of [Insert State].
- Certification as a School Nurse (CSN) by the Department of Education.
- Current CPR and First Aid certification (including AED).

#### Experience:

- Minimum of 2 years of nursing experience, preferably in pediatrics, school health, or public health.
- Experience working with adolescents and familiarity with middle school developmental needs preferred.

#### Skills and Competencies:

- Strong clinical assessment and critical thinking skills.
- Ability to work independently while also functioning as part of a multidisciplinary team.
- Knowledge of adolescent health issues, mental health first aid, and trauma-informed care.
- Excellent communication, organization, and record-keeping skills.
- Culturally responsive and sensitive to the needs of a diverse student population.

#### Working Conditions:

- School-based setting with frequent student interaction.
- May require lifting, bending, and responding quickly to emergencies.
- Follows the academic calendar with occasional after-hours responsibilities for meetings or emergencies.

## Compensation & Benefits:

Annual Salary: \$50,000 – \$55,000 (commensurate with experience and qualifications)

Eligible for benefits including health insurance, STD, LTD, Life Insurance, and 403B retirement plan.

Interested candidates should submit a resume, cover letter, valid nursing license, and relevant certifications to the Human Resources Manager, Mary Gotzon, at [mgotzon@arts-cs.org](mailto:mgotzon@arts-cs.org).

All employees of the Arts Academy Charter School are required to have current Criminal Record/Background Check, Child Abuse History Clearance, and FBI Fingerprint Background Check documents as required by the PA State Department of Education in addition to current TB test results as part of required physical examination.

7/9/25