

**Job Title:** School Nurse/Front Office PART TIME

**Job Summary:** To coordinate, organize, and deliver basic health care services to students and staff of St. Cecilia Catholic School

**Job Description:**

*Supervision*

Directly reports to Principal and Vice Principal.

*Duties*

- Serve as health resource representative of the total school health program under the administrative direction of the site principal.
- Serve as front office staff, answer phones, and represent the school.
- Act as a liaison between school, community health-care providers, parents and students.
- Record and maintain a cumulative health record on all students; maintain immunization records on all students and prepare annual reports; review all emergency cards, record health problems and maintain legally-required records.
- Record and maintain daily attendance records.
- Assist in planning for the care of students and school personnel who become ill or injured; inform appropriate staff members of physical or health conditions and allergies of students; organize the preparation and distribution of first aid kits for selected classrooms and field trips; administer first aid; and supervise the administration of prescribed medications at school.
- Provide health consultation, education and promotion to the student and the family.
- Report any suspected child abuse to appropriate agencies as a mandatory reporter.
- Exclude students with contagious or infectious diseases or infestations and monitor re-admittance.
- Grant temporary exemptions from P.E. to appropriate students; monitor the student's activity level upon return to the program.
- Assist in identification of safety and health hazards on school sites.
- Supervise the ordering and maintaining of health and first aid supplies as needed.
- Conduct Covid-19 procedures, screening of staff and students as needed, testing as required, Covid-19 positive case investigation and reporting.
- Perform other related duties as assigned.

**Job Requirements:** Active, unrestricted LVN or RN License in the state of California. RN preferred. Current BLS training.

**Hours:** 0730-1230 Monday, Tuesday, Thursday, Friday  
0900-1230 Wednesday  
Additional hours may be requested by employer for additional coverage as needed.

Send cover letter and resume to Mary Alvarado, Principal, St. Cecilia School, 1311 Sycamore, Tustin, CA 92780 or [malvarado@stceciliak8.org](mailto:malvarado@stceciliak8.org).