

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: SCHOOL NURSE – MIDDLE SCHOOL - PUXI CAMPUS
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191

POSITION SUMMARY

The Nurse is responsible for basic medical care for students and staff including identifying both actual and potential health problems, providing case management services, and collaborating with educators, school officials, students, and families to ensure students respond positively to their environment and develop normally.

SUPERVISED, EVALUATED BY & REPORTS TO

Building Principal

QUALIFICATIONS

Current certification, license, or other appropriate legal credential as a registered nurse, preferably with experience as a school nurse in an international setting. Current CPR certificate and First Aid Certificate preferred.

DUTIES AND RESPONSIBILITIES

- Provide basic medical care for students and staff and referrals for more significant needs, including follow-up as needed
- Develop plans for student care based on medical assessments, interventions, and other pertinent data
- Serve as a consultant with other school professionals, such school leaders, counselors, physical education teachers, and coaches
- Provide health-related education to students and staff in both individual and group settings
- Maintain current and accurate health records on all students and follow-up with families to ensure families remain in medical compliance with school expectations
- Monitor immunizations, manage communicable diseases, and assess the school environment as to prevent injury and ensure safety
- Produce and distribute an emergency medical information sheet to inform teachers of medical issue involving their students at the start of each school year and on an as-needed basis thereafter.
- Oversee infection control measures
- Actively participate in school safety plans that address school violence, bullying, and emergencies that may occur at school
- Oversee medication administration, health care procedures, and the development of healthcare plans
- Oversee vision, hearing, body mass index, and mental health screening procedures as needed
- Provide health advice to school educational teams, such as the Student Support Team (SST)
- Serve as school liaison with parents for medical emergencies and other medical matters

- Assist families with locating outside care
- Perform additional duties as assigned.

SAS BELIEVES:

- That each Employee makes a significant contribution to our success;
- That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.