



Part-Time School Nurse

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is currently seeking a limited part-time Nurse. Under the supervision of the Director of Auxiliary Programs and in partnership with the Head Nurse, the part-time nurse helps to coordinate student medical needs, as well as responds to emergency situations.

Description

The Part-time School Nurse supports the health center needs during evenings and at times weekends. This position helps manage health records, provides first aid, administers medications, and develops care plans for students with health issues. Regular hours are Monday–Friday 4:15–8:15 p.m. with the potential to fill in other hours when needed.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Health Care and First Aid:
 - Provide direct nursing care to students, including first aid for injuries and acute illnesses
 - Administer medications and treatments as prescribed by physicians



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- Support and follow any student health plans
- Conduct evening nurse dorm rounds, checking on students as directed by the Nurse, and dispense any evening medications
- Health Screenings and Assessments:
 - Assess students for signs of illness, infection, or other health concerns
- Immunization and Disease Control:
 - Maintain accurate immunization records and ensure compliance with state immunization requirements
 - Monitor and manage communicable diseases, and implement disease prevention measures
- Record Keeping:
 - Maintain accurate and confidential student health records
 - Document all health services provided and ensure compliance with legal and regulatory requirements
 - Support the review and approval of all required student health forms including physical exams, immunization records, and medical authorization forms
- Collaboration:
 - Work with Head Nurse, school administrators, teachers, school counselors, and other staff to support students' overall well-being
 - Communicate with parents and healthcare providers about student health concerns in partnership with school administration
 - Serve as a liaison between the school, parents, and health care providers in scheduling medical appointments and managing prescription medications

Other Responsibilities

- Other duties as assigned

Qualifications

- Bachelor of Science in Nursing (BSN) preferred
- Active Registered Nurse (RN) license in the state of California preferred; Licensed Vocational Nurse (LVN) license in the state of California minimum requirement
- At least five years of experience in pediatrics, public health, or school nursing is preferred
- School Nurse Certification highly preferred
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law



Competencies

- Demonstrated ability to work well under pressure and meet deadlines
- Exceptional organizational and communication skills
- Approachable and welcoming demeanor
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and confidentiality
- Excellent writing, communication, and public speaking skills
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Strong organizational and record-keeping skills and digital literacy
- Understanding of the dynamics of a school community
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education
- Ability to function well under stress

Supervisory Responsibilities (if any)

- Organizational oversight of third-party nurses as needed

Working Conditions and Compensation

- Work at a desk and computer screen for extended periods of time each day
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Salary Range: \$30–\$35 per hour depending on experience

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.



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To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: santacatalina.org/employment. Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.