**Position Title: School Nurse**

**Department: Student Formation**

**FLSA Classification:**  **Non-exempt**

**Reports to:**  **Dean of Student Formation**

**Full/Part Time: Full Time**

**Date Modified:** **May 2025**

**Start Date: July 1, 2025**

**About St. John’s**

St. John’s is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John’s not only as a school, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School –understand that they impact the lives of our students, families, and colleagues. The St. John’s Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best educator you can? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John’s.

**Position Purpose**

Reporting to the Dean of Student Formation, the School Nurse is responsible for providing direct nursing care to the community as needed, administering medication to students, maintaining student health records, assisting with wellness education for students, and partnering with School leadership on the implementation and execution of health and safety policies to prevent and limit illness in the School community and to respond to emergency medical needs. The School Nurse is a key collaborator on the Student Formation Team, which leads St. John’s approach to whole-child development. Chapel and spiritual formation, social, emotional, and physical wellness, behavior and discipline, and academic learning support reside under the Student Formation umbrella.

**Key Accountabilities**

* Serve as administrator of student health record database (Magnus Health), maintain student health records, review records of entering students for immunizations, ensure all components of school health requirements are complete and up to date, note health conditions documented on forms, collect information for reports, keep emergency information up to date.
* Inform school administrators and appropriate school personnel about student health issues, in compliance with medical privacy regulations.
* Develop, update, and implement written policies and procedures for the clinical services and programs addressing health issues.
* Administer prescribed daily medication to students, and over the counter medications as needed, with parental permission and a physician’s order.
* Train staff to administer medications under certain circumstances in the nurse’s absence or for field trips and ensure proper documentation.
* Supply and maintain the School’s Health Center; secure medications including controlled substances as required.
* Appropriately document clinic services to students in the electronic health record system (Magnus).
* Assist sick or injured students and staff, perform routine and emergency first aid.
* Call parents of ill students, assist ill students as needed until parent arrives.
* Manage outbreaks of infectious illnesses with input from physicians, the health department, and School guidelines as appropriate, follow health department directives regarding management of such illnesses when applicable.
* Refer additional health concerns as appropriate to the school counselor, physician, Child Protective Services, school administrator, or health department officials.
* Manage basic hearing, vision, and spinal screening programs as mandated by the State of Texas and refer students for follow up as needed.
* Provide guidance to staff for health related procedures for students with special health needs.
* Obtain yearly signature on physician’s standing orders.
* Check and maintain School’s AEDs and first aid kits.
* Develop Student Health Care Plans for students with medical conditions, including allergies, educate appropriate staff on necessary components of such health care plan including criteria for medical emergencies and specific actions to take.

**Opportunities and Challenges**

The School Nurse must:

* Model the St. John’s Code of respect, responsibility, honesty, and care.
* Demonstrate clarity in verbal and written communication.
* Demonstrate strong listening skills.
* Embrace the School’s Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

**Growth Mindset**

* Collaborate with colleagues.
* Leverage the knowledge, skills, and abilities of the Student Formation Team in support of students’ academic, social, emotional, and health needs.
* Pursue growth in relevant areas.
* Network with peers at other local and national independent and Episcopal schools.
* Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one’s professional growth.
* Attend conferences and professional meetings to remain current with best practices in the field of School nursing.

**Qualifications**

* A Bachelor’s degree is required, with a B.S.N. (Bachelor of Science in Nursing) preferred.
* Registered Nurse in good standing.
* Minimum of three years of experience as a school nurse, experience providing care consistent with best practices in the field.
* Must meet minimum technology proficiency standards, including working in Magnus Health student health record database, in online Student Information and Learning Management Systems, and using the Microsoft 365 suite.

**Physical Requirements**

* Ability to lift approximately 30 lbs.
* Ability to work for extended periods of time, including weeknights and weekends when required.
* Ability to work with children and adults in indoor and outdoor settings.
* Ability to work in on-campus, home, day trip and overnight trip settings.

**How to Apply**

For questions, more information, or to submit your letter of interest, resume, and application in PDF format, please contact:

Mrs. Sue Trumbo, Chief People Officer  
[strumbo@stjohnsschool.org](mailto:strumbo@stjohnsschool.org)  
214-328-9131 x107

In our commitment to diversity and equity, St. John’s Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.