



School Nurse (Full Time)

St. Stephen's Episcopal School, Houston (SSESH) seeks a School Nurse for the 2024 - 2025 school year. The School Nurse is a full-time, 12-month salaried position.

The official start date is July 1, 2024.

St. Stephen's Episcopal School, Houston (SSESH) seeks a full-time School Nurse. The successful candidate will have the professional and communication skills necessary to effectively collaborate and partner with other SSESH faculty and staff members.

Duties and Responsibilities

- Administer basic first aid, CPR, and routine or emergency care and treatment to students and staff.
- Develop and maintain SSESH health protocols, provide or seek short-term care and emergency medical assistance when required, document and report care provided, and review standards of care.
- Reconcile and maintain student health records, including cumulative health and immunization records.
- Dispense medications based on established procedures; maintain related documents and records, including cumulative health and immunization records.
- Maintain inventory of first aid and medical supplies, including distributing and replenishing first aid kits for campus and field trips.
- Review physician and advance practice providers' orders and notes and implement as instructed and appropriate.
- Engage and liaison with SSESH families.
- Develop and participate in health education initiatives for students and staff.
- Protect the confidentiality of student medical and health information.
- Ensure compliance with State regulations pertaining to reporting, licensing and provision of healthcare-related services.
- Maintain up-to-date credentials and certifications for the position.
- Perform duties and responsibilities in a professional manner.
- Engage the entire SSESH community in fostering a health-conscious and safe campus.
- Attend all required staff meetings and special events.
- Other duties as assigned by the Head of School.

Requirements and Qualifications

- All persons employed at SSES must be over the age of 18.
- Authorization to work in the U.S.
- Completion of Safeguarding God's Children Training (provided by SSES).
- A successful background check, including fingerprinting.
- Appropriate medical experience.
- Enjoys working with children and in a school environment.
- Meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas.
- A bachelor's degree or associate's degree in nursing or a related field of study.
- School Nurse Certificate and/or Public Health Certificate are desirable.
- The position may require event support on the weekends and/or evenings.
- Prolonged periods of standing and walking in classrooms and throughout campus.
- Occasionally lift 15-45 pounds.
- Regularly sit and stand on the floor throughout the day; bend, kneel, or squat to be at eye level with children.
- Work in person on-site.

Salary is market competitive. Benefits also include paid time off and health and retirement benefits.

If you are interested in applying, please send a resume, a cover letter, as well as three references to Dr. Troy Roddy, Head of School, at troddy@ssesh.org.

About St. Stephen's Episcopal School

At St. Stephen's, we provide a progressive, cohesive, and globally focused education for students 15 months – 8th grade. Grounded in Montessori principles, we encourage our students to become lifelong learners and influential global citizens.

Through academic success, critical thinking, spiritual growth, and creative expression, we are committed to providing an educational experience that isn't one-size-fits-all. At St. Stephen's, we promote understanding and respect while instilling a sense of responsibility for our interconnected world. Our focus is to aid students in becoming good learners and good people, providing a caring community that is true of moral and academic learning.

Education is about exploration, inspiration, and a willingness to look deeper at the world around us. At St. Stephen's, this commitment to holistic education while upholding rigorous standards and providing a safe, respectful, and accepting environment for all students is what sets our school apart from the rest.

St. Stephen's seeks to integrate religious and spiritual formation into the overall curriculum and life of our school community. Our school encourages our students to form a global perspective. We embrace differences and affirm the innate worth of all people.

Mission

St. Stephen's Episcopal School - Houston nurtures each child's academic, creative, and spiritual potential.

The Bulldog Way (the principles that guide our work)

- Integrity
- Grace
- Respect
- Optimism
- Wisdom

School Profile

- Established: 1971
- Educating students from 15 months old – Grade 8
- St. Stephen's Episcopal School, Houston, holds the following accreditations.
 - The [American Montessori Society](#)
 - The [Southwestern Association of Episcopal Schools](#) (SAES)

St. Stephen's Episcopal School, Houston, is a member of the following organizations.

- [Council for Advancement and Support of Education](#)
- [Houston Area Independent Schools](#)
- [National Association of Episcopal Schools](#)
- [National Association of Independent Schools](#)

St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of gender identity, age, race, color, marital status, national or ethnic origin, and/or sexual orientation. St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.