

School Year: 2024-2025

Position Open: Certified School Nurse

Circle of Seasons Charter School, a Public Waldorf Methods School, seeks a caring, enthusiastic **Certified School Nurse**.

Circle of Seasons is a public Waldorf Methods K-8 school located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons, we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

Our curriculum includes Fiber Arts, Woodworking, World Languages (German, Spanish, and French), Gardening, Music, and Fine Arts. Our faculty engages in ongoing professional development, working collaboratively and individually to develop skill in designing instruction and creating classroom experiences that build caring communities.

Responsibilities

Coordinating, collaborating, planning for, and, in most cases, providing direct services to ensure that the Charter School's health program (as defined by the Pennsylvania School Code), charter school policies, and the Pennsylvania Department of Health (Division of School Health) regulations are carried out according to the specifics in the law.

The goals of the CSN position are to maintain and/or improve the health status of students, thus enabling them to benefit fully from their educational experiences and to promote optimum health status and lifestyles for all students through the joint efforts of the home, school and community.

Qualifications

- Current PA Registered Nurse license
- Bachelor Degree in Nursing (BSN)
- Certification as Educational Specialist by PA DOE
- CPR/AED certification
- Background/experience preferred in pediatric nursing, community health nursing, critical care nursing, medical-surgical nursing and/or emergency room nursing.
- Knowledge of current Child Abuse Law
- Required Act 48 continuing education coursework for Nursing license and Education Specialist II Certificate
- Required State and Federal clearances

Duties

- ❖ Develops and maintains a comprehensive school health services program for students, following the guidelines of the PA School Code, PA DOH Regulations, the Division of School Health guidelines, PDE Regulations, and Charter School policies.

- Assists with school administrator(s), school physicians and dentists in planning and organizing the school health program; consults with school administrator(s) to establish, review and revise policy and procedures for a comprehensive school health program; schedules on-site student dental and physical exams, if applicable
 - Provides up-to-date information for use of school personnel on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations and assists in evaluating the content material used for health teaching, and offer assistance in providing sources of information
 - Ensures employees are adequately trained on epipen administration and are compliant with yearly review.
 - Uses data collected to help plan and evaluate the school health program
 - Ensures that reports required by the Charter School, PA DOH - Division of School Health, and PA Department of Education are properly prepared and forwarded
- ❖ Provides direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations.
- Performs and/or oversees mandated screenings and completes referrals and follow-up where applicable
 - Manages and controls acute and chronic disease. Carries out policies and procedures for the control of communicable diseases, in collaboration with the PA Department of Health.
 - Provides first aid for illness or injury to students and documents nursing assessment, diagnosis and treatment
 - May establish health care plans for students with special health care needs and update them as needed
 - Reviews and monitors student immunization status; makes appropriate referrals to up-date immunizations when indicated. Provides immunization data to administration for possible exclusion of students if not compliant
 - Provides health teaching and counseling
 - Maintains comprehensive health records on each child and records school nursing services.
 - Assists in interpreting the health needs of individual children to parents and teachers and assists families in utilizing community resources for improving the health of their children
 - Administers medications and performs procedures according to physician orders and Charter School district policies and procedures; ensures physician orders for individual student medications and/or treatments comply with requirements for administration
 - Informs teachers of health conditions of pupils which may affect behavior, appearance or academic performance
- ❖ Facilitates an organized system of coordinated care for students
- Collaborates with agencies within and outside of the school community to ensure continuity of service and care of students
 - Identifies high risk children to needed services, including students presenting with signs of child abuse
 - May actively participate in the Student Assistance Program; Child Study Team; Individual Education Program meetings for exceptional students with medical or

developmental problems.

- ❖ Promotes a safe and healthy school environment
 - Plans with school administrative, maintenance and sanitation personnel for the environmental needs of the school community, and advises school administrator(s) of environmental adjustment necessary to meet the needs of physically challenged individuals
 - Plans for first aid services and instructs personnel responsible for giving first aid
 - Applies appropriate nursing theory and evidence-based practice as the basis for decision making in the school setting; contributes to the body of school nurse knowledge through participation in needs assessments and/or research
 - Serves as resource person to facilitate learning of positive health and wellness behaviors for students and staff
 - May arrange for or teach in-service programs for school personnel in first aid, emergency care procedures, epipen administration and current health issues
 - Promotes good safety practices, both within and outside of school buildings; may serve as a member of School Safety Committee
 - Completes supply order as needed for health room
 - Meets weekly as part of COS Operations Team

Hours are 8:00 AM - 4:00 PM Monday through Friday. Meetings, open house events, and festivals outside of these hours may require your attendance.

This position includes participation in the 403b retirement plan and healthcare benefits. Background clearances, physical examination and TB test will be required.

Ideal candidates will have a passion for working with children, strong self-direction, musical and artistic inclinations, and a developed sense of themselves working with children.

Please forward a letter of interest, resume, and statement of your personal philosophy of education to hr@circleofseasons.org

Equal Opportunity Policy:

Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel.