School Nurse

Corlears School is a small New York City independent school located in the Chelsea neighborhood of Manhattan. The Corlears community is committed to creating an environment that is equitable and inclusive for all. We aim to create a collaborative environment by supporting the partnership of teams. Our small and dynamic professional learning community makes working at Corlears an opportunity for growth. To support our mission and dedication to embrace diversity of social identities among our staff, we are eager to meet applicants from traditionally underrepresented groups.

Supervised by: Alex Gelman, Director of Program Operations

Department: Operations

Start date: July 1st, 2022, with on-boarding period of June 27-30 for which stipend will be provided

Term: Contract will be through June 30, 2023

Salary: Following New York City's guidance for Salary Transparency in job advertisements, Corlears salary range for this role is 75k-85k and contingent on experience. Corlears salaries follow a salary range established through a collaboration between the Head of School, the Board of Trustees, and the Business Director and based.

The primary responsibilities of the school nurse are to care for student health needs, both during the school year and as part of the Camp Corlears summer program, and manage the school health office. Responsibilities include but are not limited to:

Health Office

- Maintaining all student health records; including monitoring student immunization records as well as tracking and maintaining new student health forms
- Part of compliance team responsible for managing DOH certification, visits, and preparation
- Uploading student vaccination records to state DOH record-keeping database
- Collect and maintain DOHMH required health form of all building staff
- Organize and schedule CPR/AED training for staff. Maintain records of completed certifications
- Organize and manage health office supplies such as (but not limited to)
  - Medical equipment (thermometers, Pulse Oximeter)
  - Various Children’s Medicines and ointments
  - Epi-Pen
  - Protective gear (gloves, masks, gowns)
  - Building Go-Bags
- Assessing injuries and illnesses and responding with appropriate intervention methods
- Tending to sick children during the school day
- Communicating with parents when care is administered to students
- Following up with families and staff members who are absent from school due to illness, and providing guidelines on their timetable for return
- Administering medication
- Supporting teaching staff in the care and monitoring of students with health concerns
- Working with families to create and implement care plans for students with ongoing conditions
- Supporting nutritional eating habits for students by assessing school lunch program
COVID-19 Response

- Responding to COVID-19 cases, including:
  - Oversight (with team support) of school COVID-19 testing program
  - Contact tracing in the event of a positive case within the school
  - Maintain record-keeping of testing and cases in compliance with NYC DOH

Qualifications:

- RN with a specialty in pediatrics or child and family health preferred
- LPN with MAT training considered
- Current NYS nursing license
- Proficient in Google Drive including, Docs, Sheets, Calendar
- Familiarity with (or ability to be trained into upon hire) Magnus Health health management system, or similar system
- Familiarity with DOHMH health guidelines for Early Childhood programs
- Highly organized and independent worker, cooperative attitude and willingness to learn
- Superb communication skills, both verbal and written
- Current Medical Physical, including a record of completed COVID-19 vaccine

Please email resume and letter to jobs@corlearsschool.org