

St. Marcus Ministries

Position	School Nurse
Reports to	Director of Student Services
Qualifications	The ideal candidate has a Bachelor of Science degree in Nursing, is licensed to practice in the State of Wisconsin, with three years of experience in pediatrics or school nursing preferred, BLS certified.
Position Objective	The School Nurse is responsible for assessing the health needs of St. Marcus students, planning and implementing interventions to meet those needs, and evaluating the outcomes.
Work Hours	This a 1.0 FTE position, Monday thru Friday, each day that school is in session and as needed prior to the start of school in August. The nurse must be available over the lunch hour to oversee diabetic students and students with special dietary needs.
Compensation	Pay commensurate with experience.
Application Process	Interested applicants should submit their resumes to Tracy Eastburn at tracy.eastburn@stmarcus.org along with three professional references including contact information.

Core Values

Christ First
Sacrificial Love
Biblical Discipleship
Radical Expectations

Mission Statement

To disciple children for Christ now
and for all eternity and to train them in
excellence for their roles in their
family, church, community, workplace and country.

RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

A. Primary Job Duties:

- Assisting office staff in keeping immunization records and health histories for each student, and reviewing these records to be aware of each student's health issues and medication needs.
- Administering medications to students when needed and ensuring that a child's medication and necessary paperwork is available and up to date.
- Collaborating with parents of students with chronic health conditions to create an ongoing plan of care, to be shared with the teacher, teacher's assistant, and office staff.
- Coordinating health education teaching for the classrooms and for families.
- Educating school staff about health issues of children in their classrooms, such as allergies, asthma, and diabetes. Provide training in CPR, first aid and bloodborne pathogens as required.
- Conducting yearly health screenings for children such as vision and hearing.
- Coordinating volunteers, including Parish Nurses and parents.
- Caring for children with serious illness or injury situations while at school.
- Other duties as assigned.

B.. Meet Expectations of St. Marcus Staff

- Exemplifies mission mindedness and prioritizes ministry involvement.
- Demonstrates responsibility and professionalism towards job responsibilities.
- Establishes, maintains and publishes a daily schedule.
- Weekday school hours are from 7:00 AM to 4:00 PM.
- Contribute to the school culture by supporting outreach activities.
- Uphold code of conduct and school policies.