



School Nurse Job Description

General Description:

The Head of School hires the nurse year-to-year to guide and support Houghton Academy students' health and learning.

Ministry Description Summary:

The Houghton Academy nurse has a calling to serve God as a minister of the Gospel of Jesus Christ, who is assured of personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, students, and parents, and is a committed follower of Jesus Christ. The nurse shows a high degree of professionalism and responsibility in fulfilling their ministry as an employee of Houghton Academy.

Reports to:

Head of School

Evaluation:

Per this job description, the Head of School evaluates the nurse's performance regularly and annually.

Spiritual and Educational Requirements:

- a clear and articulate testimony and commitment to being an active disciple of Jesus Christ
- abides by and supports the Houghton Academy Lifestyle Statement, Declaration of Moral Integrity, and all policies articulated in the employee handbook as well as the school handbook
- An A.A.S. nursing degree is required / a bachelor's degree is preferred.
- Possession of a current license to practice nursing is required.

Primary Job Functions and Expectations:

- Work with the Principal and Residence Life staff to encourage and maintain a positive healthcare environment for staff and students.
- When appropriate, bring relevant medical information to the staff to aid in this process.
- Is responsible for maintaining and updating individual student health records.
- Be available in the nurse's office during designated hours.
- Visit the residence halls when necessary on school-day mornings to consult with and treat boarding students who require medical attention/evaluation.
- Submit medical insurance claims for boarding students as needed.



HOUGHTON ACADEMY

School Nurse

Job Description

- When available during non-school hours, serve as a resource for boarding students' health care concerns.
- Develop procedures and provide crisis intervention for acute illness, injury, and emotional disturbances.
- Maintain an injury/accident report process.
- Be knowledgeable regarding area health care providers to refer and follow up on student needs for treatment and medication.
- Be proactive in teaching and encouraging students to develop healthy living habits.
- Communicate, as appropriate and necessary, with parents and health care providers regarding student health concerns.
- Report regularly in writing to the Administration on school health concerns and activities.

Nurse (Printed)

Employee Signature / Date