



Available Position: School Nurse 2024-2025
Department: Wellness Department
Reports To: Assistant Head of School
Full/Part-time: Full-time
Date Posted: NA
Start Date: NA

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity Prep's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:

As a member of professional school personnel, the School Nurse is responsible for assisting in the planning and implementation of a school health program with the purpose of enabling each student to take maximum advantage of educational opportunities.

The School Nurse will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The School Nurse will exemplify Trinity Prep's three Core Leadership Competencies that apply specifically to this position:

- Values Differences
- Being Resilient
- Instills Trust with a Customer Focus

Essential Duties and Responsibilities include the following but are not limited to;

Health Service Responsibility:

- Assess and administer non-urgent and emergency care procedures to sick and injured students.
- Care for students with chronic health conditions under doctor's supervision.
- Develop a program that assures safe on-going emergency health care during absence from school grounds.
- Assist in communicable disease prevention and control by: ensuring that students meet the immunization requirements as defined by Florida law; management of suspected and diagnosed cases of infectious diseases - including skin and scalp infections.
- Interpret policies and procedures for control of communicable diseases with the school community, including regularly consulting the Center for Disease Control and the Florida Department of Health.
- Assist with the development or revision of policies, procedures or protocols related to health, as directed.
- Assist health-provider identified students with health conditions which may require adjustment in academic schedules, classroom or physical education activities.
- Make appropriate interpretation of health information and communicate academic changes needed to the student's faculty, advisor, principal and counselor.
- Initiate referral and follow-up relevant to unmet health needs of students.
- Collaborate with parents, medical, and health care communities to promote optimum delivery of health care services to students..
- Maintain accurate, updated records of health information on all students, including professional medical charting in the students' electronic file following care provided.
- Prepare and/or assist in the preparation of written reports required by the Florida Department of Health.
- Coordinate health service activities with the instructional program, including the establishment and management of concussion and chronic illness protocols with school officials, parents and students.
- Maintain appropriate health supplies and equipment in the clinic and first aid kits.
- Oversee and maintain AEDs kept on school grounds.
- Work with the Athletic Department regarding student athlete health and wellbeing.
- Coordinate CPR certification for school personnel.
- Maintain annual standing physician orders for stock Epinephrine and over the counter medications for the clinic.

Health Service Responsibility (continued):

- Maintain a clinic able to handle students present with potential communicable illnesses.
- Ensure that Parental Authorization and required medical forms are received annually or as required.
- Set up and maintain an accurate charting system for student medication administration.
- Administer and chart both prescription and over the counter medications.
- Train unlicensed assistive personnel to pass medications to students as needed and as nursing license allows.
- Oversee that incoming 7th grade students meet the Florida statute requirement for receiving a Tdap vaccination prior to beginning school, along with providing supporting documentation.
- Report potential health/safety hazards noted in any area of the school.
- Be an active participant in faculty development, as appropriate.
- Maintain fiscal responsibility with the clinic budget.
- Serve on the Wellness Committee and other committees as appropriate.

Health Counseling Responsibility:

- Demonstrate professional skill and good communication in assisting students and families with management of health problems.
- Maintain confidentiality of matters related to personal health information of students and their families or school personnel.
- Interpret and utilize health information with good judgment.
- Participate in grade level meetings as appropriate.
- For students under chronic care or long term recovery management, maintain regular communication with the school counselors, faculty, appropriate staff, and parents.

Health Education Responsibility:

- Utilize health services activities as a vehicle for direct and indirect health teaching.
- Establish and maintain a good working relationship with the medical community.
- As appropriate, prepare instructions for faculty and staff who instruct or have regular contact with students with known health concerns.
- Maintain all proper credentials to serve as a licensed registered nurse in Florida.
- Serve as a consultant for school sponsored blood drives as needed.

Qualifications and Experience:

- Current, unencumbered Registered Nurse license in the state of Florida, or eligible to transfer an out of state Registered Nurse license in good standing to the Florida Board of Nursing.
- Must be able to pass a Jessica Lunsford Level II background check.
- Must be able to pass a pre-employment drug test.
- Must be able to work independently, and work around children of multiple ages.
- Must have an above average knowledge of first aid and the ability to take charge of giving care, including utilizing other personnel, during urgent and emergent situations.
- Must have an understanding of chronic health conditions and how those may affect a student while in the school environment.

Certifications Required:

- Current CPR/AED/First Aid certification.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.