**This position is for the 2020/2021 school year to begin in mid August 2020. If possible, the position could start in May/June of 2020 for training purposes.**

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<tr>
<th>Job Title: School Nurse</th>
<th>Campus Location: Manhattan</th>
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<tr>
<td>Supervisor: Director of Health, PE &amp; Athletics</td>
<td>Last Updated: 1/8/2020</td>
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**Our Mission**
The School is an independent, coeducational day school dedicated to providing an excellent instructional program for children with language-based learning disabilities. The multisensory curriculum is designed for students of average to superior intelligence who can benefit from the unique educational experience provided. Through direct instruction in small class settings, a trained staff assists students to improve their language skills. Academic success, combined with opportunities for social and emotional growth, enables students to understand their learning styles, build confidence, and develop self-advocacy skills. Windward is committed to helping students achieve their full potential in preparation for a successful return to the mainstream educational environment. To meet these goals, the School provides ongoing training to its faculty based on the most current research and also shares its expertise with the parent body, other educators, and the broader community.

**Our Vision**
A world where every child with a language-based learning disability is empowered to achieve unlimited success.

**Objective**
The Nurse will be a member of a School Nurse team and will work closely with the nurses based at the Lower and Middle School campuses in Westchester, under the direction of the Director of Health, Physical Education and Athletics. The Nurse will play an integral role in supporting an optimal physical, mental, emotional and social climate for all students and staff.

The School Nurse will be responsible for student health services by providing professional nursing services in accordance with the NYS Licensing Board and the NYS Nurse Practice Act, state regulations and school policy. The nurse will act as an advocate, liaison, and consultant on health-related issues for students, families and staff to promote an environment that is positive and student-centered.
**Duties & Responsibilities**

- Administer medications and treatments per physician orders
- Administer first aid and provide emergency & preventive care to students and staff. First point of contact for any accident/injury that occurs on campus.
- Prepare and maintain accurate cumulative health records for each student including NYS mandated immunization and communicable disease control requirements.
- Initiate and document health surveillance programs as needed and record, compile and report data as required by NYS and NYC Departments of Health.
- Identify and assess student health needs, implementing services and evaluating plans of care to boost student learning and achieve optimum safety.
- Coordinate and manage NYS mandated and annual screening programs.
- Identify and report building safety or environmental issues which may impact student or staff health to the Division Head.
- Participate as a member of The Windward School’s Emergency Management, Health, Safety and Crisis Response Teams.
- Review Health Appraisal and Sports Clearance forms for student athletes prior to the start of each sport season.
- Provide Athletic Director/coaches with cleared-student lists and relevant medical information in a timely fashion.
- Act as liaison between home, school, and community providers for medical issues, discussing with administration when appropriate.
- Provide staff and community educational opportunities as needed.

**Specific Requirements**

- Must be a NYS licensed registered professional nurse
- Current CPR certification required
- Minimum of 3 years of nursing experience in a school, pediatric or emergency room setting required.
- Must possess good judgement, tact and flexibility and must have the ability to multitask.
- Must maintain confidentiality at all times as this position is exposed to personal medical information.
- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) preferred.

**Applications Instructions:**
If interested in applying for this role, please visit www.thewindwardschool.org or use the link below to the job posting and include your resume and cover letter.
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=23419&clientkey=D48B211AF4CB6589AEAAE01E152DA959