



Job Description

Position: Nurse/Health Aid

General Purpose

Provide basic medical care, training, and support to the students, staff, and faculty of the school. Duties will be performed in accordance with the high expectations, mission, and vision of Summit Christian School.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the head of school.

Main Job Tasks and Responsibilities

- Maintain student medical files
- Compile and provide list of medical concerns to administration, faculty, and staff
- Conduct vision, hearing, and scoliosis screenings for students
- Provide professional development regarding medical issues and protocol
- Tend to ill students, dispense medicines, and maintain health log
- Communicate with families regarding student health concerns

Education and Experience

- **minimum education level:** college degree in nursing
- relevant training
- knowledge and experience of relevant software applications
- proficient in spelling, punctuation, grammar and other English language skills

Key Competencies and Requirements

- professional dress and attitude
- servant's heart
- steadfast spirit
- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management and efficiency
- interpersonal skills
- customer-service orientation
- initiative
- reliability
- stress tolerance