



## School Nurse

### About TFS

Tallulah Falls School is an independent, coeducational college-preparatory day and boarding school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12.

### Job Summary

The school nurse is a 10-month position that will assist the nursing staff with treatment students for medical issues, help prevent physical issues and disease, and coordinate routine health assessments. Salary is commensurate with education and experience. The ideal candidate will receive a competitive benefits package.

### Responsibilities:

The essential functions include, but are not limited to the following:

- Responsible for professional, medical treatment of students.
- Perform nursing assessments and take appropriate steps to address student medical and health needs, working in concert with and other faculty/staff members.
- Administer medications and manage chronic illness in coordination with individually developed student care plans.
- Maintains clinical records.
- Determine when a student is to be sent home and/or not participate in normal school activities due to illness or pain.
- Establish appropriate screening tests and referrals as necessary.
- Provides medical and health information and programs to students, faculty and staff.
- Assists teachers in instructing students in health and nutrition education.
- Schedule medical appointments and communicate findings to the students' parents.
- Transport students to medical appointments as necessary.
- Communicate pertinent medical information to the appropriate school staff and the family's health professional, either verbally or in written form.
- Other duties as assigned.

### Requirements & Qualifications:

- Registered and certified Licensed practical nurse (LPN) in the State of Georgia

- CPR/AED certification
- Minimum of 3-year experience in a school or healthcare facility
- Valid Georgia driver's license
- Knowledge of current principles and best practices of nursing standards of care
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Strong collaborative skills
- Passion for working with students, families, colleagues within a vibrant and diverse community.
- Effective organizational skills with attention to accuracy and detail
- Strong written and verbal communication skills
- Compatibility with the school's values, culture, and community
- Ability to pass periodic background, drug and alcohol screenings.
- Consistent and prompt attendance
- Available to rotate evenings, weekends, and trips with the nursing staff.
- Ability to maintain confidentiality and composure under pressure.

**Standard Physical Requirements:**

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

**To Apply**

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Health Services, Kaye Cambre at [kay.cambre@tallulahfalls.org](mailto:kay.cambre@tallulahfalls.org). No telephone calls, please.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*