

## **Health Coordinator/School Nurse & Receptionist**

*to apply, send letter & resume to [dblanch@camperdown.org](mailto:dblanch@camperdown.org)*

### **School Summary**

Camperdown Academy is a non-profit organization providing excellence in the education of children with dyslexia through a day school for grades one through eight, and training and outreach services provided to teachers and professionals across the region. Specific and specialized teaching approaches are shared through outreach efforts and administered in small group settings with an emphasis on individualized instruction.

### **Position Summary**

This position is for a full-time, year-round job. School year responsibilities will require daily continuous multi-tasking between office and nursing tasks. Daily responsibilities include proactively providing students and employees with first aid care or evaluating their need for other forms of care and referring them to the appropriate resources. The position will also be responsible for welcome/receptionist responsibilities. Summer month responsibilities will involve transitioning of student records from the previous to the new school year, managing school supply orders, and preparation of student/class listings.

### **Key Responsibilities**

#### **Daily Tasks**

- Receiving students, parents, and deliveries
- Receiving/directing phone calls
- Attendance records for staff and students
- Communication with parents
- Visitor screening & security procedure
- Notifying students for early dismissal and pickup (by parent/guardian)
- Maintaining student, class, staff listings
- Support administration/teaching staff
- School Mailings
- Ordering/maintaining school supplies
- Copying/laminating
- Handling student health room visits including assessment and treatment of each situation
- Taking students' temperatures when fever is suspected
- Administering first aid (e.g., treating minor injuries such as cuts, scrapes, bruises, insect bites)
- Managing/dispensing over-the counter and prescription medications to students/staff as needed
- Support students with chronic illnesses (including diabetic monitoring and insulin injections).
- Handling emergency situations (e.g., Epi-pen injections, seizures, bone fractures, CPR, ambulance calls).
- Maintaining records of student health room visits

- Communication with parents about student illnesses or injuries
- Verifying vaccination records
- Maintaining health room supplies
- Educating staff and students on hygiene and health practices.

**Seasonal Tasks**

- Maintaining/organizing/filing student/staff records at start and end of school year
- Compiling class/students/staff listings for new school year
- Compiling/sending student transition records
- Assistance

**Minimum Position Requirements**

- Bachelor's Degree, Registered Nurse or Licensed Nurse Practitioner in South Carolina and 5 years' experience in related field
- Strong organizational skills that allow for multiple work assignments to be completed simultaneously and accurately
- Knowledge of communicable disease prevention and medication protocol
- Ability to work both independently and collaboratively as part of a team.
- Knowledge of Microsoft Office and G Suite. Ability to learn school specific databases quickly

*Camperdown Academy recruits, hires, and promotes without regard to race, religion, gender, age, disability, marital status, political affiliation, or sexual orientation.*