



## **Full-Time School Nurse**

### **About TFS**

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

### **Job Summary**

The School Nurse will assist the nursing staff with treatment students for medical issues, help prevent physical issues and disease, and coordinate routine health assessments.

### **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 required, Registered nurse (RN) preferred and CPR/AED certification.
- Minimum of 3-year experience in a school or healthcare facility
- 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 Human Resources, Marlee Fleming at [marlee.fleming@tallulahfalls.org](mailto:marlee.fleming@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.*