



## SEFFNER CHRISTIAN ACADEMY Ministry Position Description

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**POSITION TITLE:** School Nurse

**PURPOSE:** The position of School Nurse at Seffner Christian Academy (Ministry) requires the employee to perform ministerial functions, which are an integral part of his/her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with visitors or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings. The School Nurse will also be required to live on- and off-duty in accordance with the Ministry's statement of faith, code of conduct, and general beliefs.

**QUALIFICATIONS:** The School Nurse shall be one who has received Jesus Christ as Savior and Lord. The School Nurse shall be a member in good standing of an evangelical church and shall lead a mature Christian life. He/she shall reflect the purpose and objectives of Christian education and the philosophy and policies of Seffner Christian Academy. The School Nurse must hold credentials of an LPN or RN in the state of Florida, have and maintain first aid and CPR certification, and be certified or seek certification by the American Nurses Association or the National Association of School Nurses.

**RESPONSIBLE TO:** Front Office Manager

**JOB DUTIES & RESPONSIBILITIES:**

### **SPIRITUAL**

1. Maintain a testimony and evidence of a personal relationship with Jesus Christ, committing to biblical standards for all conduct (sexual, interpersonal, etc.) on- and off-campus.
2. Demonstrate a desire for spiritual growth (prayer life, Bible study, and spiritual outreach, etc.).
3. Have a Christ-centered home and personal life evidenced by biblically driven decision-making and the presence of the fruit of the spirit.
4. Show yourself in all respects to be a model of good works, attitude, integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us. (Titus 2:7-8; Luke 6:40)
5. Implement biblical principles in dealing with students, parents, staff/administration, including resolution of all conflicts through application of the Matthew 18 principle.
6. Place a daily emphasis on Biblical worldview development through the curriculum. Be willing to lead Bible studies, chapels, and devotions as needed.
7. Show support for the role of parents as primarily responsible before God for their child's education and partner with them in the task.
8. Encourage students to accept God's gift of salvation and to grow in their faith and embrace the reality of their identity in Christ. Be willing to share the Gospel message on and off campus.
9. Participate in a local Bible-believing church.

10. Be an active and positive force in supporting the school ministry on- and off-campus, placing this ministry in a place of priority.

## PROFESSIONAL

1. Be knowledgeable of the policies and procedures of SCA.
2. Participate in beginning of year staff orientation, staff devotions, and meetings as needed.
3. Comply to dress code of nursing scrubs and adhere to the SCA faculty/staff dress code on days not in scrubs.
4. Develop policies, procedures, and maintain the school clinic.

## DIRECT RESPONSIBILITIES

1. Monitor compliance of school clinic with federal, state, local laws and regulations, and school policies.
2. Recommend updates for handbooks regarding health issues.
3. Order all first aid and AED supplies. Maintain first aid kits and AED machines. Maintain security of school health supplies and medications.
4. Provide first aid care and medically prescribed services. Take temperatures and log the results. Call parents for a child who is injured or ill; do not allow the child to call. Call parents if there is a possibility of a head injury or a broken bone.
5. Administer all medication to students. Do not allow students to help themselves to their medication. Make sure to log all activity. (Time was given, how much was given, ice applied, etc.)
6. Coordinate annual CPR training for school staff(as needed) along with the Athletic Director.
7. Provide staff development on health-related topics for school staff and volunteers.

## STUDENT RECORDS

1. Log and maintain all student immunization records, physicals, birth certificates, etc., making sure all files comply with Hillsborough County and ACSI. Input appropriate information into student management software. Complete county survey in September.
2. Maintain emergency contact information for students and staff.
3. Keep student files and records in a locked storage area.
4. Type letters, reports, and memos pertaining to student records as needed.

## ADDITIONAL DUTIES

1. Be willing to adjust work hours to accommodate special schedules or school-related activities as required.
2. Respect and abide by professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
3. Other duties assigned by the Front Office Manager

## PHYSICAL

1. The School Nurse is regularly required to stand and walk the various distances across campus multiple times a day.
2. The School Nurse is frequently required to sit, reach, climb, balance, stoop, kneel, crouch, crawl, talk, see and hear.
3. Ability to work in environments where the noise level is unusually high.
4. Regularly lift and move up to 10 pounds and frequently lift and move up to 25 pounds.  
\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_