Our Mission at Churchill Center & School (“Churchill”) is to give high potential children with learning disabilities the finest, individualized, remedial education and the support they need to achieve success and return to a traditional classroom... And to foster greater understanding and support for all people with learning disabilities by training other educators, supporting our families, and enlightening the community.

**POSITION TITLE: SUPERVISOR OF STUDENT HEALTH & RECORDS**

**DEFINITION:**

The Supervisor of Student Health & Records provides assistance and care of sick and injured students, maintains health and medical documentation for the school, and provides support for the administrative needs of Churchill.

***Please note: This following description is not intended to be all-inclusive and may not include all of the duties, knowledge, skills, or abilities associated with this position.***

**MINIMUM QUALIFICATIONS:**

* Associate’s degree in nursing or closely related field from an accredited college or university; Bachelor’s degree preferred
* Two years of nursing experience; experience working in a school or educational setting preferred
* Two years of general administrative experience
* PRN certification, RN certification preferred

**DUTIES:**

* Nursing and Student Care:
  + Administer prescription medications in accordance with physician instructions
  + Administer over-the-counter (OTC) medications as needed, following school protocols
  + Assess and treat a variety of injuries and illnesses
  + Track and follow up on sports injuries as they relate to school activities, especially motor skills
  + Chart medications given and document student visits
  + Communicate with the Missouri Department of Health and Senior Services regarding immunization records
  + Update, track, and maintain first-aid boxes throughout the school and acquire necessary medical supplies for restocking purposes
  + Maintain a clean and safe environment in the nurse’s office and front desk area.
  + Prepare, stock, and distribute disposable ice packs
* Communication and Collaboration:
  + Communicate with parents regarding student health concerns
  + Update staff about student health concerns (forwarding physician instructions as needed) and general health issues in the community
  + Collaborate with school faculty to address the physical and emotional needs of students
  + Triage students to the Dean of Students for anxiety/social/emotional concerns
  + Relay messages to staff and students as appropriate
  + Communicate with vendor regarding the Automated External Defibrillator (AED).
* School Operations:
  + Answer phone calls, transfer calls, and send calls to voicemail as necessary
  + Compile student attendance and distribute it to staff on a daily basis
  + Assist colleagues within the school community as needed with various administrative tasks, such as copying, sorting, mailing, and ordering supplies
  + Prepare Monday folders with materials, set them out for pick-up, and notify faculty via email
  + Perform assigned morning duties
  + Greet all visitors, ascertain their purpose for visiting the school, and direct them appropriately.
* Safety and Preparedness:
  + Schedule CPR, Vision & Hearing screenings, and Flu shots annually
  + Update Crisis Management Team Bags
  + Assist in running Panic Alarm drills
  + Help update yearly school materials

**KEY SKILLS AND KNOWLEDGE:**

* Exhibits an understanding of and commitment to Churchill’s mission and values
* Conducts self in presence of students, parents, faculty, staff, and visitors in a manner which models the core values and behaviors Churchill seeks to teach
* Demonstrates passion for helping students who struggle
* Possesses a working knowledge of child development and learning
* Demonstrates strong organizational skills and attention to detail
* Utilizes strong oral and written communication skills
* Desires a work environment that is supportive, engaging, and collaborative
* Maintains the ability to build interpersonal relationships with a variety of constituents

This is a full-time, 12-month position with paid time off for major holidays, as well as additional breaks during the school’s designated winter and spring breaks.