

## **ARCHDIOCESE OF INDIANAPOLIS**

### **JOB DESCRIPTION**

#### **School Nurse**

#### **I. IDENTIFYING INFORMATION**

Position Title: School Nurse  
Location: Bishop Chatard High School  
Status: Part Time  
FLSA: Non-Exempt  
Reports to: Vice Principal of School Operations  
Supervises: n/a

#### **II. PRIMARY FUNCTIONS**

The school nurse is responsible for upholding the mission and vision of the school by providing health services to students while they are in school. Primarily responsible for the provision of acute and chronic health care services, ensuring compliance with immunizations and promoting a healthy school environment. While maintaining a high degree of confidentiality the school nurse will build and develop positive relationships with each student/staff member while maintaining a genuine concern for their well being.

#### **POSITION CONTENT**

##### **A. ESSENTIAL FUNCTIONS**

1. Evaluate health status/complaints of students and take appropriate action within the legal scope of nursing practice.
  - a. Provide general guidance for students and parents. Encourage parents to consult their medical provider to address any further medical questions or concerns.
  - b. Administer daily medications accordingly
2. Recognize and act on communicable diseases present in school/community including mandatory reporting to the State Dept of Health.
3. Monitor and maintain up-to-date and accurate health records, including immunization records and medical alerts
  - a. Monitor compliance with immunization requirements
  - b. Follow up with non-compliant cases in efforts to assist student with becoming compliant as soon as possible
4. Maintain clean and sanitary clinic space and stock of clinic health supplies.
5. Monitor and maintain health services equipment including AED machines located throughout the school building
6. Development and monitoring of health plans for students, including:
  - a. Following medical guidelines provided by the student's medical provider
  - b. Follow up with families to obtain current medical care plans annually
  - c. Meet/work with Bishop Chatard staff in planning for student medical needs as they arise
7. Other duties as necessary to ensure efficient functioning of the School/ Parish/ Agency

#### **III. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE, AND/OR ABILITIES**

1. Working knowledge of federal and state nursing laws, rules, and practices including school nursing
2. Good organization and planning skills
3. Ability to assess potential emergency situations promptly

4. Good interpersonal skills
5. Self-motivated. Ability to work with minimal supervision
6. Ability to organize and manage workload to meet deadlines
7. Ability to handle multiple projects and priorities simultaneously
8. Ability to reach, bend, stoop, and stand for extended periods
9. Ability to lift up to 25 pounds
10. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Bachelor's Degree in Nursing from an accredited college or university nursing program
4. Valid Indiana License in Nursing
5. CPR Certification
6. Background screening required
7. Valid driver's license required

IV. WORKING ENVIRONMENT

- A. Environment-primarily indoors, outdoors as needed
- B. Exposures encountered- bodily fluids, moderate/loud noise
- C. Physical demands, as applies: Bending/ stooping/ stretching/ climbing/ walking/ standing/ sitting/ lifting 25 lbs. regularly
- D. Monday through Friday

Updated July 2025