

Job Description

School Nurse

Pardes Jewish Day School

Founded in 1993, Pardes Jewish Day School is a premiere Jewish independent school for children in grades kindergarten through eighth grade. Located in Scottsdale, Arizona Pardes Jewish Day School, the largest Jewish Day School in Arizona, prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Reform Judaism that welcomes all Jewish traditions.

Pardes seeks a full time School Nurse to ensure the safety and health of Pardes' students and staff. This position is full-time and requires preliminary work during the summer prior to the start of school in August.

The School Nurse is primarily responsible for the following:

- Obtaining and maintaining confidential health records and documents
- Ensuring practices are in place to prevent medical concerns
- Managing and dispensing medications
- Utilizes standards and guidelines for care delivery to students and staff
- Maintaining documents with required information regarding visits to the nurse's office
- Managing school health records in accordance
- Preparing all necessary medical information, material and forms for field trips; helping prepare and support the assigned health personnel for field trips with attention to students with pre-existing conditions
- Relaying information between parents, administrators and doctors
- Handling all medical emergencies
- Leading staff trainings pertaining to student health and safety
- Works closely with the School Counselor and is part of the Student Support Team (SST)
- Creating and implementing a Health and wellness program for kindergarten through eighth grade. If available, teach a class of Health and Wellness

Applicants must have a license as a registered nurse from the AZ Board of Nursing and hold current certification and practical experience as a RN, NP, or PA. Work experience in pediatrics or school nursing is a plus. Current First Aid, CPR and AED certifications required.

Well-qualified candidates will possess:

- A love of working with children in Kindergarten through eighth grade
- Excellent attention to detail
- Excellent verbal and interpersonal skills with parents, students, faculty and staff
- Excellent organizational skills
- Proficiency in Microsoft Office including Word and Excel

- Maintain a customer-oriented demeanor, projecting a positive image of Pardes at all times
- Strong oral, written, and interpersonal skills combined with excellent organizational skills
- Demonstrates sensitivity, good judgement, and confidentiality in working with students, parents, faculty and administration

Please submit a cover letter, resume, and contact information for three professional references to

Peter Gordon, Head of School at pgordon@pardesschool.org

Pardes Jewish Day School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.