

# Deerfield-Windsor School

## Opportunity Statement & Job Description

### School Nurse

*Deerfield-Windsor School exists to inspire in its students a passion for learning, a commitment to personal integrity and a sense of social responsibility.*

For over 50 years, Deerfield-Windsor has served the Southwest Georgia community, helping students grow intellectually, morally, creatively and physically. The school's combination of academic, artistic and athletic rigor ensure that students can pursue their passions. Deerfield-Windsor enrolls approximately 500 students on two campuses.

The school nurse directs the school's school health services program and provides medical care and services to students according to physician prescribed medical care and treatment orders and using established procedures and protocols.

**Desired Qualities:** The school nurse will

- be an engaged learner, active team member and collaborative decision-maker.
- model flexible and adaptive behavior in activities and experiences.
- understand and advocate for Deerfield-Windsor's Mission in all situations.
- be a clear communicator who possesses excellent listening, verbal, and writing skills.
- be a relationship-builder, demonstrating personal flexibility and a sense of humor.
- be detail-oriented and have strong organizational skills.
- maintain confidentiality in all situations.
- possess a cheerful demeanor and creative energy.

**Required Qualifications:** The school nurse will

- be a certified and licensed Registered Nurse (RN).
- possess and maintain state licensing requirements.
- demonstrate passion for working with children and an understanding of the developmental needs of the age group.

**Primary Duties & Responsibilities:** The school nurse will

- establish, review and maintain medical and health services programs for the school.
- provide medical care and services to students according to physician prescribed medical care and treatment orders.
- create and maintain documentation of all treatment and medical services activity.
- follow confidentiality and privacy rules and regulations.
- confers with students, parents and teachers regarding medical treatment; follows confidentiality policies and regulations.
- coordinate with local health agencies and medical treatment facilities as necessary.
- respond to emergency medical situations; perform first aid as needed; coordinate with local emergency personnel and agencies as required.

- follow required cleaning and sanitization procedures.
- coordinate with HR when employees have workplace accidents/illnesses.
- perform other duties as assigned.

**Application Process:**

The position is part-time, available on August 1, 2020 and will remain open until filled. Hours are Monday-Friday 8am-noon. Compensation is competitive and is commensurate with experience. Please email a resume, letter of interest, and contact information for at least three professional references to:

Allen Lowe, Head of School  
Deerfield-Windsor School  
2500 Nottingham Way  
Albany, GA 31707  
allen.lowe@deerfieldwindsor.com

No phone calls, please.

*Deerfield-Windsor School does not discriminate on the basis of disability, race, color, creed, national origin, religion, gender identity, veteran status, sex, age, or sexual orientation in employment, admission of students, or in providing its services in any manner.  
Deerfield-Windsor School is an Equal Opportunity Employer.*

For more information about Deerfield-Windsor School, please visit [www.deerfieldwindsor.com](http://www.deerfieldwindsor.com).