



JOB DESCRIPTION

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| JOB TITLE: | School Nurse & Administrative Support |
| EMPLOYER: | Cherokee Christian Schools |
| TYPE: | Regular, Full Time |
| CLASSIFICATION: | Exempt |
| DEPARTMENT: | Administration |
| REPORTS TO: | Primary School Principal |
| EFFECTIVE DATE: | August 1, 2025 |

SUMMARY: The School Nurse must be a compassionate, organized, and detail-oriented individual who serves in a dual-role position combining essential health services for students and staff with shared front office receptionist and administrative duties. The ideal candidate will embody Christian values, demonstrate a heart for service, and possess the skills to support both the physical well-being of our school community and the smooth operation of our front office.

SCHOOL NURSE DUTIES AND RESPONSIBILITIES:

- Provide basic medical care, first aid, and emergency response to students and staff as needed.
- Administer medications to students according to parental consent and physician instructions.
- Maintain accurate and confidential health records for all students, including immunization records and health plans.
- Monitor and manage communicable illnesses, ensuring compliance with state health regulations and school policies.
- Collaborate with parents, teachers, and administrators to address students' health needs and concerns.

RECEPTIONIST/ADMINISTRATIVE DUTIES & RESPONSIBILITIES:

- Serve with other staff and volunteers as the first point of contact for visitors, parents, and students, greeting them warmly and reflecting the school's Christian values.
- Periodically answer and direct phone calls, emails, and inquiries in a professional and courteous manner.
- Manage student check-ins and check-outs, including late arrivals and early dismissals.
- Assist with daily attendance tracking and communication with parents regarding absences.
- Support the school faculty and administration with various administrative tasks.
- Maintain an organized front office, including managing supplies and ensuring a welcoming environment.
- Perform data entry and maintain student and staff records in the school's database system.

QUALIFICATIONS:

- Licensed Practical Nurse (LPN) or Registered Nurse (RN) certification required.
- Current CPR and First Aid certification.
- Previous experience as a nurse (school nursing experience preferred but not required).
- Experience in a receptionist or administrative role is a plus.
- Strong interpersonal and communication skills, with a warm and approachable demeanor.
- Ability to multitask and prioritize in a fast-paced environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and basic office equipment.
- Excellent organizational skills and attention to detail.
- A committed Christian faith and alignment with the school's mission and values.
- Physical Requirements:
 - Ability to lift up to 25 pounds and assist students with mobility as needed.
 - Comfortable standing, walking, and sitting for extended periods.
- Discretion and confidentiality in handling sensitive health and administrative information.
- Team player with a collaborative spirit to support faculty, staff, and families.
- Dependability and punctuality in fulfilling both health and office responsibilities.