



## School Nurse K-12

### Full-time Position

#### Position Overview:

Harbor Springs Public Schools is seeking a compassionate, skilled and dedicated School Nurse to join our team and support the health and well-being of our students. The School Nurse will play a key role in promoting a healthy school environment, providing medical care for students and supporting the overall physical and emotional development of students in our school community.

#### Key Responsibilities include, but not limited to the following:

- **Student Health Care:**
  - Provide first aid and emergency care to students as needed.
  - Administer prescribed medications, treatments and medical procedures according to state and district policies.
  - Monitor and document student's health conditions and progress.
  - Identify health concerns, allergies and chronic health issues and collaborate with parents, staff and medical professionals to create health plans.
  - Conducts screenings and other health assessments as required.
- **Health Education and Promotion:**
  - Educate students and staff on health and wellness topics, including hygiene, nutrition and preventive health measure.
  - Develop and implement health programs aimed at improving student wellness and addressing common health issues.
  - Assist in the development of safety protocols for emergencies.
- **Collaboration and Communication:**
  - Work closely with teachers, administrators and parents to ensure a coordinated approach to student health and safety.
  - Maintain accurate health records and ensure compliance with federal, state and district regulations.
  - Participate in meetings regarding students with special health needs and provide recommendations to support educational success.
  - Act as a liaison between the school and local healthcare providers, ensuring students have access to necessary medical services.
- **Crisis Management and Emergency Response:**
  - Respond to medical emergencies, including providing CPR and first aid as necessary.
  - Administer appropriate care and follow up with families and staff to monitor student health.
  - Maintain first aid kits and other medical supplies to ensure readiness in case of an emergency.

**Education:**

- Bachelor's degree in Nursing (BSN) required.
- Valid Registered Nurse (RN) licensure in the state of Michigan required.

**Skills and Abilities:**

- Strong interpersonal and communications skills to effectively interact with students, parents and staff.
- Ability to work independently and as part of a team.
- Organizational skills and attention to detail in managing health records and supplies.
- Ability to respond calmly and efficiently in emergency situations.
- Knowledge of health promotion and disease prevention strategies.
- Compassionate, patient and caring demeanor when interacting with students.

**Working Conditions:**

- Full time position during school hours, Monday through Friday.
- Occasional evening or weekend hours may be required for school events or health-related meetings.

**Starting Date:** As soon as possible

**Salary & Benefits:**

- Salary is based on experience
- Health, dental, vision, life and long-term disability insurance
- Paid time off

**Application Process:** Please provide a letter of interest and résumé to:  
Brad Plackemeier, Superintendent  
Harbor Springs Public Schools  
800 State Road  
Harbor Springs, MI 49740  
Email: bplackemeier@harborps.org

**Application Deadline:** November 27, 2024

Posting Date – November 11, 2024

800 State Road, Harbor Springs, MI 49740 | Tel. 231.526.4545 | Fax 231.526.4544 | [www.harborps.org](http://www.harborps.org)