



Position: School Nurse
Status: Part-Time, Non-Exempt
Duration: Ongoing
Location: Buffalo, NY
Reports to: Head of School

Our Mission

Universal School espouses the ideal of academic and spiritual excellence. Our curriculum is designed to educate the whole student by addressing the development of the moral, physical, spiritual and social qualities of each student. The school strives to instill in our students the commitment to their being lifelong learners who learn, love and live their spiritual and academic experience in every aspect of their lives as community leaders, collaborators, educators, and ambassadors of knowledge.

The Opportunity

We are seeking a dedicated and compassionate School Nurse to join our team at Universal. The ideal candidate will provide high-quality health services to our students and staff, promoting a safe and healthy learning environment. This position will support the current district nurse in responding to health care needs of students.

Responsibilities

Health Services (90% of time)

- Provide direct health care to students
- Support district nurse with maintaining accurate and confidential health records
- Administer medications and treatments as prescribed
- Support district nurse conduct health screenings and immunization audits
- Respond to health emergencies and provide first aid as needed

Administrative Duties (10% of time)

- Collaborate with district nurse on inventory maintenance of health supplies and equipment
- Collaborate with school administration on health policies and procedures
- Educate students, staff, and parents on health-related topics

Minimum Qualifications

- Current New York State Registered Professional Nurse (RN) license
- Two years of experience as a registered nurse, preferably in pediatrics or public health



- Current CPR and First Aid certification
- Knowledge of state and federal health laws and regulations pertaining to schools

Preferred Qualifications

- Bachelor's degree in Nursing (BSN) from an accredited program
- New York State certification as a School Nurse Teacher (SNT)
- Experience working in a school setting
- Experience with electronic health record systems

What We Look For

We want a healthcare professional who:

- Demonstrates strong clinical skills and sound judgment in nursing practice
- Exhibits excellent communication and interpersonal skills with students, parents, and staff
- Shows compassion and patience when working with children and adolescents
- Maintains confidentiality and adheres to ethical standards
- Displays flexibility and adaptability in a dynamic school environment
- Possesses strong organizational and time management skills
- Demonstrates cultural competence and sensitivity

What We Offer

Universal School offers a competitive salary commensurate with experience and qualifications. The salary range for this position is \$20 - \$23 per hour. This is a part-time position, typically 2-3 hours per day, Monday through Friday, with additional hours as needed. We are an Equal Opportunity Employer.

Join Our Team

Please send your cover letter and resume addressed to the Head of School and emailed to office@myuniversalschool.org.

Posted: January 10, 2025