

Job Description



201 Stanwix Street

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www.cityhigh.org

Job Title	School Nurse
Position Summary	The School Nurse is an essential member of the City Charter High School community. They are responsible for coordinating, collaborating, planning for, and providing direct services to ensure that City High's health program, as defined by the Pennsylvania School Code, School District Policies, and the PA Dept. of Health Division of School Health Regulations. The goals of the School Nurse position are to maintain and/or improve the health status of students, thus enabling them to profit fully from their educational experiences; and, to promote optimum health status and lifestyles for all students through the joint efforts of the home, school and community. The position requires extremely good communication skills and building positive relationships with the students, staff and families. The school nurse must be able to maintain a fast paced working environment that involves caring for students and staff throughout the school day.
Qualifications	Bachelor's Degree in Nursing (BSN) and current PA Registered Nurse license. Additional qualifications noted below.
Essential Job Functions	See below.
Reports to	CEO and Principal
Salary Range	Hiring salary range: \$52,520 (Apprentice) or \$65,219 (Journeyman). Negotiable based on experience. In addition, City High provides a generous benefit package including health insurance (medical, dental and vision) that is subsidized by City High, paid time off (PTO), an attendance incentive, a competitive 401k retirement program (with competitive employer matching contributions), a reimbursable annual educational stipend up to \$3,000, an annual transportation stipend of \$1,250, trimester breaks, and a 4-day school schedule that includes only one work Monday per month (with the exception of two parent-teacher conference days annually)

Essential Functions:

- Assesses student health needs to develop appropriate patient care plans, including determining when sick or injured children should be sent home, seek follow-up medical care, and, if warranted, be referred for emergency transport to a hospital setting.
- Treats student injuries, illnesses, and chronic conditions by providing appropriate standards of care, and conducts screenings.
- Administers medicine as needed on an emergency and ongoing basis based on student needs.
- Collaborates with parents, school physician, family physicians, teachers, school social workers, and multidisciplinary professional staff to implement individualized student care, particularly for students with chronic conditions.
- Establishes a compassionate school nurse office environment and provides physical support,

- advice, and referrals for care to students and their respective parents/guardians..
- Meets nursing operational standards by contributing information to outside family medical professionals, providing care, and identifying system improvements.
 - Identifies patient service requirements by establishing a personal rapport with student patients, teachers and school staff, families, outside medical service providers, and other people in a position to understand individual student health needs and service requirements.
 - Maintains quality of care by adhering to staff policies and procedures, state board of nursing requirements, and other Allegheny County Health Department regulations, and measuring health outcomes against standards.
 - Promotes patients' independence by establishing patient care goals and teaching and counseling students, family, and staff to reinforce their understanding of disease and self-care.
 - Provides expert advice to administration, faculty, staff, and student parents and guardians on health-related matters.
 - Protects students and staff by developing and interpreting infection-control policies and protocols and enforcing medication administration and storage procedures.
 - Maintains documentation on student care services and keeps confidential medical information secure.
 - Ensures operation of medical and administrative equipment by verifying emergency equipment availability, completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, requesting repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
 - Manages nursing supplies inventory.
 - Maintains professional and technical knowledge and certification by attending educational workshops, reviewing professional publications, and participating in professional societies.
 - Fosters a cooperative relationship among faculty and staff, and parents and guardians by communicating information, responding to requests, and participating in team problem-solving.
 - Maintain organized and detailed student records (hard copy and electronic) to assist in follow-up and documentation of efforts.
 - Exhibit a flexible, 'can do' work ethic with a focus on what can be delivered despite unforeseen challenges.
 - All other duties as assigned.

Skills and Qualifications:

- Bachelor's Degree in Nursing (BSN)
- Current PA Registered Nurse license
- Excellent interpersonal "people" skills and the ability to build and maintain relationships with students, families, and staff members.
- Knowledge of SNAP (or comparable) health student information system.
- Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
- Ability to maintain confidentiality in all aspects of the job.

- The ability to manage multiple responsibilities simultaneously.
- The ability to learn quickly in a fast-paced environment.
- A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.

The position start date is July 1, 2026, with the flexibility to start sooner to further assist with the transition of operational knowledge.

Interested applicants should send a cover letter and resume to the attention of Dr. Dara Ware Allen as follows:

Dara Ware Allen, Ph.D.
CEO and Principal
City Charter High School
201 Stanwix Street
Pittsburgh, PA 15222
employment@cityhigh.org