



Position: Part-Time School Nurse **Date Posted:** 09/22/2026

Reports To: Executive Director

Salary: Negotiable

Primary Purpose:

Provide part-time school nursing services that support the health, safety, wellness, and academic success of students. Assess and respond to student health needs, provide first aid and emergency care, administer medications and treatments as authorized, maintain required health records, and collaborate with families, staff, healthcare providers, and community resources in accordance with applicable laws, professional nursing standards, and school policies.

Qualifications:

Active, unrestricted Mississippi Registered Nurse (RN) license required

Graduate of an accredited registered nursing program required

Current CPR/AED certification required or ability to obtain before beginning duties

Experience:

Professional nursing experience required; pediatric, school health, community health, public health, emergency, or related nursing experience preferred

Experience working with children and adolescents preferred

Experience managing medications, chronic health conditions, health records, and emergency response preferred

Special Knowledge/Skills:

Knowledge of professional nursing practices, student health needs, first aid, emergency care, and infection prevention

Knowledge of medication administration, physician orders, health plans, and documentation requirements

Ability to assess student health concerns and determine appropriate nursing interventions and referrals within the RN scope of practice

Ability to recognize and respond to medical emergencies, including asthma, anaphylaxis, seizures, diabetes-related events, and other urgent conditions

Ability to maintain confidentiality of student health information and records

Ability to communicate effectively and professionally with students, parents/guardians, staff, healthcare providers, and community partners

Ability to organize health records, screenings, medication logs, immunization documentation, and other required reports

Ability to educate students and staff regarding health, wellness, disease prevention, and individual health needs

Ability to use electronic student information systems, Microsoft Office, and related technology

Strong judgment, organization, communication, interpersonal, and problem-solving skills

Ability to solve problems, make sound decisions, and manage multiple priorities

Major Responsibilities and Duties:

Student Health Services

- Provide direct nursing care to students and staff for illness, injury, and other health concerns during assigned work hours.
- Assess health complaints and injuries, provide appropriate nursing interventions, and determine when a student should return to class, be sent home, receive emergency care, or be referred for further medical evaluation.
- Administer medications and treatments in accordance with authorized orders, parent/guardian permissions, school policy, and applicable law.
- Develop, implement, and maintain individualized health plans and emergency action plans for students with chronic or complex health conditions, as appropriate.
- Monitor students with conditions such as asthma, diabetes, severe allergies, seizure disorders, and other health needs.
- Provide first aid and emergency nursing care and activate emergency medical services when indicated.
- Support student health screenings and follow-up activities as assigned or required.
- Promote student wellness, disease prevention, healthy habits, and age-appropriate health education.
- Coordinate appropriate care for students returning to school following illness, injury, hospitalization, or medical procedures.
- Perform all other duties assigned by the Director of Operations or designee consistent with the role of a Registered Nurse.

Medication, Treatment, and Emergency Management

- Maintain secure storage, accurate documentation, and proper handling of medications and medical supplies.
- Ensure medication and treatment authorizations are current and complete before administration, except when emergency care is required.
- Maintain emergency supplies and equipment and monitor expiration dates and readiness for use.
- Participate in emergency preparedness and assist staff in understanding student-specific emergency action plans.
- Provide or coordinate training for designated staff on health-related procedures when permitted and appropriate.

Health Records and Compliance

- Maintain accurate, confidential student health records, nursing notes, medication logs, treatment records, screening documentation, and incident reports.
- Review and monitor student immunization and health documentation and communicate needed follow-up to parents/guardians and administrators.
- Prepare and submit health reports and documentation required by the school and applicable regulatory agencies.
- Follow applicable federal and state laws, Mississippi nursing requirements, school policies, and professional standards governing student health services and confidentiality.
- Maintain confidentiality of student health and educational information in accordance with applicable privacy requirements.

Communication and Collaboration

- Communicate promptly with parents/guardians regarding significant illness, injury, medication concerns, or other student health needs.
- Collaborate with teachers, administrators, counselors, special education personnel, and other staff to support student access to instruction and school activities.
- Coordinate with healthcare providers and community resources when appropriate and authorized.
- Participate in student support, Section 504, IEP, safety, or other meetings when health information or nursing input is needed.
- Provide staff with relevant health information and emergency instructions while maintaining appropriate confidentiality.

Infection Prevention and School Wellness

- Monitor for communicable illness concerns and support appropriate infection prevention and control practices.

- Provide guidance to school staff regarding exclusion, return-to-school, and health precautions consistent with applicable requirements and school procedures.
- Promote a safe and healthy school environment and support school wellness initiatives.
- Identify health trends or concerns that may affect the school community and communicate them to administration as appropriate.

Working Conditions:

Mental Demands:

- Ability to assess health needs, prioritize care, and make timely nursing decisions in a school environment.
- Ability to respond calmly and appropriately to emergencies, injuries, illness, and changing student needs.
- Ability to maintain confidentiality and exercise professional judgment.
- Ability to manage multiple priorities and interruptions while maintaining accurate documentation.

Physical Demands:

- Frequent sitting, standing, walking, bending, reaching, and moving throughout the school setting.
- Ability to assist students with mobility and health needs and to lift or move supplies and equipment within school guidelines.
- Ability to provide first aid, CPR, and emergency response as required.
- Potential exposure to blood, bodily fluids, communicable illnesses, cleaning agents, and other conditions typical of a school health setting; appropriate precautions and personal protective equipment must be used.
- Work schedule is part-time and may vary based on school needs, student health needs, and assigned school activities.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required. Instant Impact Global Prep does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment practices.