

# St. Francis de Sales Central Catholic School

## Morgantown, WV

### School Nurse

St. Francis de Sales Central Catholic School is seeking a School Nurse for the 2026-2027 school year. All applicants should send a cover letter and resume to the Principal, Mrs. Barb Been, at [bbeen@sfccs.org](mailto:bbeen@sfccs.org) or mail/deliver to her attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

**PAY GRADE:** Hourly - St. Francis de Sales Central Catholic School Pay Schedule

**POSITION OBJECTIVE:** The School Nurse supports the physical, emotional, and spiritual well-being of students in alignment with the mission of Catholic education. This individual provides health services, promotes wellness, ensures compliance with state health regulations, and collaborates with faculty, families, and community partners to create a safe and healthy learning environment for all students from PK2 through 8th grade.

#### **DUTIES & RESPONSIBILITIES:**

*(These duties are a representative sample; position assignments may vary)*

- Provide direct nursing care to students, including first aid, illness assessment, and emergency response.
- Administer medications and treatments in accordance with physician orders and school policy.
- Develop and implement individualized healthcare plans (IHPs), emergency action plans (EAPs), and accommodations for students with chronic conditions.
- Monitor and manage communicable diseases in accordance with West Virginia Department of Health guidelines.
- Maintain accurate and confidential student health records.
- Conduct and/or coordinate required screenings (vision, hearing, etc.).
- Ensure compliance with West Virginia immunization requirements and maintain documentation.
- Track student health data and submit required state reports.
- Monitor attendance trends related to illness and communicate concerns to the administration.
- Promote healthy habits, including hygiene, nutrition, and wellness.
- Support classroom instruction or school-wide initiatives related to health education.
- Provide guidance to students, faculty, and families on health-related topics.

- Serve as a liaison between the school, families, and students.
- Communicate effectively with parents/guardians and the school administration, when appropriate, regarding student health concerns.
- Collaborate with teachers and staff to support student health needs in the classroom.
- Develop and implement emergency response protocols and health-related safety plans.
- Maintain and monitor health office supplies and emergency equipment.
- Participate in school safety teams and crisis response planning.
- Support and uphold the mission and values of the Catholic Church and the school.
- Model Christian values in interactions with students, families, and staff.
- Participate in school events, meetings, and professional developments as appropriate.
- Other duties as assigned

#### **EDUCATION & EXPERIENCE:**

- Registered Nurse (RN) license in the state of West Virginia (required).
- Bachelor of Science in Nursing (BSN) preferred.
- Previous experience in pediatric, school, or community health nursing preferred.
- Current certification in CPR and First Aid (required).
- Must have or be willing to obtain CPR Instructor Certification.
- Knowledge of West Virginia school health laws, policies, and reporting requirements.

#### **KEY COMPETENCIES (position requirements at entry):**

- Strong assessment and clinical decision-making skills.
- Knowledge of child development and pediatric health conditions.
- Ability to manage multiple health needs in a school setting.
- Compassionate and student-centered approach.
- Strong communication skills with children, families, and staff.
- Ability to maintain confidentiality and professionalism.
- Detail-oriented with strong record-keeping and documentation skills.
- Ability to manage time effectively and prioritize tasks.
- Knowledge of regulatory compliance and reporting requirements.
- Ability to work independently while being a collaborative team member.
- Proactive in identifying health concerns and implementing solutions.
- Supports a positive and safe school culture.