



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

The school nurse position at Rehoboth allows for a flexible schedule. The position averages about 5 hours per week. Please look at the job description and apply if you feel you could meet the needs listed. This is an important position and we look forward to hearing from you.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director

Rehoboth Christian School



Position Description SCHOOL NURSE

Purpose: The School Nurse maintains student health records, keeps them current as provided by law, conducts health screenings, provides chronic health condition follow-up interviews, provides health education talks as requested, serves as consultant, and completes necessary reports to the State of New Mexico.

Reports To: Mid / Elementary School Principal

Terms of Employment: Employed on a part -time basis with hours and compensation as approved by the Executive Director. Hours are flexible and average 5 hours per week.

Qualifications: A registered nurse or licensed practical nurse with preferred experience in school nursing and a willingness to contribute and serve in the following responsibilities.

Responsibilities:

1. The school nurse is responsible for maintaining student health records.
 - a. Update health records on all students on an annual basis, on new students as they enroll, and as new information is received each month.
 - b. Communicate regarding required physical exams or immunizations.
2. The school nurse conducts health screenings as follows:
 - a. Vision screening for students in Pre-Kindergarten, kindergarten, 1st grade, 3rd grade and new transfer students in the above grades that have not had their yearly eye exam. Parents who request help paying for eye exams and eyeglasses are referred to the Gallup Lions Club or Save Our Children's sight.
 - b. Hearing screenings (Pure Tone) are recommended to be done by the State of NM for Pre-K, Kindergarten, 1st grade, 3rd grade, and all high risk students. After two failed exams (unable to detect 20 db at 1000, 2000 and 400 Htz), the student will need a medical referral for follow up.
 - c. Mass screening for BMI/Height/Weight, scoliosis, and blood pressure is not recommended by the NM department of health, and should be completed by primary care.
3. The school nurse will provide advice to the administration relating to health concerns for review and possible implementation.

4. The school nurse will plan for students with special healthcare needs.
 - a. Oversee any prescription medications for students that have to be administered at school.
 - b. Provide training and then delegate designated personnel to administer prescription medication if the school nurse is not present to give the medication.
 - c. Collaborate with providers regarding action plans (Asthma, allergy etc), and keep up to date in the student's file.
 - d. Provide appropriate training for emergency medications to staff (example: Epi Pen)
5. The school nurse will make sure the schools have proper first aid supplies on hand (replenish as needed) in each building and have first aid kits available for field trips. This includes making sure AED batteries are up to date.
6. The school nurse will compile the following reports for the State of New Mexico:
 - a. Roster of Immunizations (for K and 7th only).
 - b. Roster of students with immunizations not current.
 - c. Report of legally blind students.
 - d. NM Department of Education School Nursing Report.
7. The School Nurse will provide the following miscellaneous duties as needed:
 - a. Assist in arranging for physicals for students participating in athletics as needed.
 - b. Administer vision and hearing screening for students being referred for Special Education Services.
 - c. Arrange for CPR and First Aid training for staff as required by law.
 - d. Serve on the Health /Wellness committee.
8. Comply with the New Mexico Nurse Practice act, HIPPA, and Child abuse and neglect laws