

**Anticipated Openings: Part-Time School Nurse**  
**Broadstep Academy**  
**6 Gail Court**  
**Sparta, NJ 07871**

**BROADSTEP ACADEMY - WHO WE ARE:**

We are an approved private school serving children and families seeking alternate methods and treatment in meeting the needs of students with autism, behavioral challenges, and intellectual/developmental disabilities. Our program goal is to maximize each student's desired outcome for life. Our dedicated and engaged staff delivers a strength-based educational model, in comfortable learning environments with relevant interactive experiences. Our goal is for our students to achieve higher levels of success at school, home and in the community.

**Position Details:**

- 8:30-1:30, Monday-Friday
- **Part-Time**
- 12-month position (regular school calendar, paid time off)

**Job Purpose:**

The School Nurse is responsible for the overall management and care of Broadstep Academy students' health issues, including medication. The School Nurse will have the responsibility and authority for planning, providing, and evaluating care to all students and is responsible to act as liaison for health issues with family and/or guardian.

**Qualifications:**

The School Nurse candidate must:

1. Possess a Bachelor of Science Degree in Nursing and a **School Nurse Certification in accordance with New Jersey Department of Education (DOE)**;
2. Possess a valid, regular (non-probationary) state driver's license;
3. Have excellent organizational, problem solving, creative and independent thinking skills;
4. Have demonstrated cultural competency and a commitment to promoting health and learning.

**Essential Duties:**

The School Nurse must:

1. Work as a team member in maintaining a clean, healthy, safe environment.
2. Direct and teach staff via in-services. Acts as part of the admission team as relates to medical issues of potential residential or day students.
3. Attend weekly or monthly ITP's and other meetings as indicated.
4. Keeps doctor's orders up to date and medication supplies available for day students through contact with family/guardian.
5. Maintains the health and safety of all students in regard to medications, treatment and emergency meds.
6. Provides various screenings as required, including Scoliosis, hearing, vision, weight and height measurements monthly.
7. Participates in family meetings when necessary and offers input into the IEP/ISP for students.

8. Acts as a consultant regarding the health needs of the student. Monitors and safeguards controlled and other prescribed medications through approved Broadstep Academy locking procedures.
9. Maintains accurate MAR.

The anticipated start date for this position is June 2023.

To apply, all internal employees must obtain a Promotional Job Opportunity application through the HR dept., complete the form, obtain an authorization signature from the direct supervisor, and forward to the subsidiary HR dept. It is the employee's responsibility to forward all forms to HR for review prior to the deadline. Promotional applications received will be forwarded to the hiring manager if the individual has met the posted requirements for the position.

**Application Deadline:** A.S.A.P.

Questions regarding the position should be directed to Lisa Corliss, Principal – 973-579-3758

**EQUAL OPPORTUNITY EMPLOYER**