



**Position Title:** Pandemic Coordinator and School Nurse

**Date Modified:** July 2020

**FLSA Classification:** Non-Exempt

**Reports to:** Head of School

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### **About St. John's**

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive *esprit de corps* fueled by a common mission – one *dedicated to a program of academic excellence designed to train the mind, strengthen the character and enrich the spirit of each student in a Christian environment*. We think of St. John's not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

### **Position Purpose**

The Pandemic Coordinator and Nurse is an interim role for the 2020-21 school year and reports directly to the Head of School. A key member of the administrative staff, the Coordinator will lead the School's response to the COVID-19 pandemic and serve as an additional nurse in the Wellness Center. As the project manager, and in coordination with other healthcare associates, the PC&N will develop and administer health safety protocols including recommended practices and required protocols, and oversee the case management of employee and student illnesses.

The Pandemic Coordinator specifically collaborates with the School Nurse and other professional staff, including:

- Chief Operations Officer
- Director of Facilities
- Chief Culture, Strategy and Communications Officer
- Director of Auxiliary Programs
- St. John's Parent Liaison
- Director of Special Events and Catering
- Director of Safety and Security

## **Key Accountabilities**

### Pandemic Coordinator:

- In coordination with school administrators, create and maintain a COVID-19 operating plan with current resources and materials designed specifically for St. John's employees, students, and parents.
  - Incident reporting and liaising with local health department.
  - Coordinate with the Chief Operations Officer, Director of Facilities, Purchasing Agent and Director of Events and Catering Services to ensure the procurement of adequate PPE and supplies, regularly scheduled government mandated cleaning and disinfecting protocols, meal and snack distribution and other logistical support as required.
- Assist with planned communications to the community and oversee any incoming or emergent pandemic communications, as necessary.
- Monitor the latest government orders, medical information, peer network communications, and health department guidance.
- In the event of presumptive or confirmed case/s, direct the School's response, and collaborate with local government agencies, the Dallas County Health Department, peer schools and other recommending bodies.
  - Coordinate with other organizations and schools as needed.
- Support the implementation of health-related measures with respect to on-campus, virtual learning and/or hybrid education models, and support the Academic Team with related operational needs.

### School Nurse:

- With other school healthcare providers, annually assess, modify, and implement school health management protocols. Record, organize and maintain accurate health records.
- Assist with preparation, training, and supervision of proper execution of protocols and practices by school employees, parents, students, and visitors to campus.
- Routinely check students who present in the clinic for symptoms of illness, assess and determine their potential for having a contagious condition that requires immediate treatment and isolation from other students.
- Assess students with injuries and respond with appropriate intervention methods.
- Administer medication if needed, and when authorized by parents.
- Conduct vision and hearing screenings as well as other routine health checks.
- Assist students managing chronic diseases by empowering their skills of self-care.
- When on duty, act as the point of contact for parents and the community for health-related concerns.
- Work with other student support team professionals to support and manage students with mental health issues, behavioral problems, chronic illness, learning differences, and other common conditions.
- Work closely with teachers, administrators, and parents to accommodate the physical health needs of the student and school employee population.

- Counsel students and employees in best practices to curb the spread of illnesses and diseases, raise awareness about important conditions that affect the school community, and promote healthy working and learning conditions on the campus.
- Serve as a resource for teachers and administrators who need information about health-related topics.
- Through monthly communication and initiatives, help promote good health for students, employees, and all members of the school community.
- When on duty alone, serve as the clinic representative to the Crisis Response Team.
- Participate in the coordination of emergency drills.

### **Growth Mindset**

- Network with peers at other independent and Episcopal schools locally and nationally.
- Demonstrate commitment to personal and professional growth.
- Attend virtual conferences and professional meetings to remain current with strategies, planning, communications and other pandemic related initiatives.

### **Qualifications – Education, Skills & Experience Required**

In addition to demonstrated accomplishments in the medical field, the Pandemic Coordinator and Nurse is expected to demonstrate the following:

- A genuine interest in the health needs of students and employees.
- Self-motivation, critical thinking, and problem-solving skills.
- Evidence of strong interpersonal and organizational skills and ability to work with a variety of people and independently.
- Experience exercising professional judgement in the handling of sensitive and confidential information and making decisions with discretion
- Ability to communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers, and community agencies.
- Understanding of school operations and the ability to dedicate up to 10 hours/week minimum in collaboration with the Operations Team.
- Leadership capacity including an ability to manage multiple constituents with competing priorities.
- Proven ability to mentor, support, motivate, and supervise others while fostering a spirit of collaboration.
- Prior experience in an educational environment (university or independent school) strongly desired
- Case or employee management experience that demonstrate collaborative and leadership skills.
- Minimum of five (5) years experience in public healthcare or pediatric medicine preferred.

- Bachelor of Science in Nursing (BSN) or greater, registered as a licensed Nurse or Physician in the State of Texas.
- Must use a computer, be versed in Microsoft Office Suite, and be comfortable learning new software applications.

### **Physical Time and Contact Requirements**

- Duties are typically performed in the school clinic and other school settings such as classrooms, gym, cafeteria, and outdoor recreational areas.
- Frequent movement throughout the school facilities is required.
- Occasional lifting of objects up to 40 pounds and students weighing up to 150 pounds may be necessary.
- Occasional movement of students by wheelchair and other mechanical devices may be necessary.
- Occasional exposure to potentially infectious diseases and blood-borne pathogens is necessary.
- Daily close and personal contact with students is necessary.
- Regular contact with teachers, counselors, psychologists, and other specialists is necessary. Regular contact with parents, requiring skill in diplomacy, tact, and confidentiality is necessary.
- External contacts with community health care and social services providers by phone and written correspondence is necessary.
- Occasional attendance to after school meetings may be necessary. Must be available for phone consultation with the Head of School, and in emergency situations, on weeknights or weekends.

### **How to Apply**

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Chris Patterson, Chief of Staff  
cpatterson@stjohnsschool.org  
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.