



## School Nurse August 2026

**Department:** Staff

**Reports to:** Head of School

**Hours:** Part-time, M-F, 8:30 AM - 3:30 PM (school days only), and additional hours for data management and entry.

**Job Summary:** The School Nurse is a part-time, school day position with the objective of enhancing health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice and procedures and Illinois State law regarding nurse practice. Hours are 8:30am-3:30pm on student attendance days; additional hours of work for data entry and preparation for the year, is also factored into the role. To be considered for this role, the candidate must be:

- A devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- An individual who invites students into the great works that God has prepared in advance for us to do.
- An individual who is seeking to grow intellectually and professionally.
- An individual who has experience and a love for working with children.
- An individual who is ready to integrate vibrant faith with excellent clinical care, while providing a safe and healthy environment.
- An individual who understands and unreservedly supports the philosophy, objectives, and teaching position of Wheaton Christian Grammar School.

**Essential Roles and Responsibilities** include the following. Other duties may be assigned.

### Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ
- Demonstrates spiritual maturity and desire to mentor and disciple students
- Understands and can clearly articulate the Gospel

### Tasks, Knowledge and Skills

- Provides input to the administration concerning the implementation of State law and the development of policies and procedures related to health issues
- Serves as a resource person on health issues, training teachers when special needs exist
- Administers care to injured and ill students and communicates to parents as needed
- Makes recommendations to the administration to promote a safe, healthy, and productive learning environment
- Recommends corrective action where problems are identified
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness and distribution of medication given at school
- Maintains confidentiality regarding all school- and health-related issues
- Facilitates Bloodborne Pathogens training for faculty and staff members

- Provides resources and training on health-related topics for school staff and volunteers as appropriate
- Monitors and orders medical supplies
- Maintains a clean and organized health room
- Manages bio-hazardous waste according to recognized safety protocol
- Performs other tasks and assumes other responsibilities as may be assigned by the Head of School
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services
- Ability to maintain health records on students
- Ability to develop positive working relationships
- HCP CPR Certification
- Detail-oriented, organized, and strong work ethic
- Self-starter and able to work independently

**Community Relations:**

- Knowledge of or willingness to learn about the school organization and the community served
- Willingness and ability to build positive relationships with students and the parents of students, and address family needs within the parameters of the WCGS mission
- Supports and is accountable to the Wheaton Christian Grammar School mission

**Physical Demands:**

- While performing the duties of this job, the School Nurse is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The School Nurse is occasionally required to stand, walk, climb, balance, stop, kneel, crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must hold current Registered Nurse licensure in Illinois, have prior professional nursing experience (preferably pediatric, adolescent, community or mental health nursing, and health program management), and agree to the key policies of Wheaton Christian Grammar School. Applicants should submit all information through our website. If there are any questions about the position, please contact Head of School, Jeff Brooke, at [jbrooke@wheatonchristian.org](mailto:jbrooke@wheatonchristian.org)

*\*Applicants will not be considered until a completed application (with all required attachments) has been received.*

Revised 12/1/2025