

L A K E H I L L

P R E P A R A T O R Y S C H O O L

Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.

Lakehill Preparatory School
2720 Hillside Drive
Dallas, Texas

Position Title: Part-Time Registered School Nurse (RN)

Lakehill Preparatory School is seeking a part-time Registered School Nurse for the 2025–2026 school year. Serving students from Kindergarten through 12th grade. The School Nurse must hold a current Texas Board of Nursing license and will provide health and nursing services on campus, as well as supervise and train staff as needed. The School Nurse is responsible for implementing and managing the school health services program in a way that meets the needs of both students and staff, and supports the well-being of the entire school community.

Role and Responsibilities:

- Collaborates closely with the Health & Wellness Director, school counselor, teachers, parents, food service staff, and other staff to provide leadership and ensure a healthy school environment. Assists in meeting the health needs of the general school population and those students identified with specific health conditions;
- Provides direct care utilizing professional assessment skills, the nursing process, individualized healthcare plans and established school health policies, procedures, and protocols;
- Initiates and maintains accurate student health records, immunization records, medication administration records, individual student treatment plans, and individualized healthcare plan utilizing confidential methods;
- Maintain certification as a state screener in Vision, Hearing Spinal and Risk Assessment for Type 2 Diabetes in Children
- Establishes effective procedures for carrying out mandatory screening programs and submitting required reports;
- Communicates with parents regarding individual students and serves as a liaison between school personnel, the family, health care professionals, and the community, to ensure appropriate referral and follow-up for student health needs;
- Contributes to the campus communications to parents and the local community regarding health issues;
- Collaborates with learning specialist, school counselor, and other pertinent faculty/staff regarding implementation of health-related accommodations and restrictions;
- Educates faculty and staff as needed on health-related topics;
- Provides consultation to campus administration in crisis/emergency situations
- Assesses, improves, and evaluates school health priorities and practices for the school
- A commitment to ongoing professional growth and development.
- Attention to detail, follow-through, and organization, and a genuine enthusiasm, positive presence, and flexibility.
- A commitment to Lakehill’s vision of learning with curiosity, leading with confidence, and service with compassion through actively improving one’s craft and growing professionally, serving as a role model for our students.

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The school nurse will work under the direction of the Health & Wellness Director; some roles/responsibilities of the Health & Wellness Director will overlap, but the school nurse's main responsibilities are to:

1. Provide first-aid and other clinical services during the school day (7:45 am – 3:30 pm), including medication administration and exhibit proficiency in EHR use and documentation.
2. Communicate with parents regarding student health records (medication authorization forms for OTC or prescription medication, submitting screening results from annual wellness exams with healthcare provider, immunization records—obtaining, maintaining, and notifying of non-compliance).
3. Conduct the state-mandated vision, hearing, scoliosis, and Type 2 Diabetes screenings.
4. Submit the required reports for the above screenings annually.
5. Act as a liaison between parents and teachers regarding student absences related to illness/other medical event or the school's illness policy when a student becomes ill at school, and the student's PCP or healthcare professional regarding medical restrictions and/or accommodations.
6. Prep rescue medications (inhalers, epinephrine auto-injectors, seizure abortives, diabetic supplies, etc.) for students with specific health conditions prior to field trips or ESC visits.
7. Prepare first-aid kits for larger grade-specific field trips (Freshman Biology trip, Adventure Week, etc.).
8. Work with the Health and Wellness Director to maintain supplies and inventory in the clinic.

Qualifications and Educational Requirements:

Education: Bachelor's degree in Nursing (BSN) from accredited college or university required.

Certification/License:

- Valid registered nurse (RN) license from the Texas Board of Nursing required.
- Current Basic Life Support (BLS), AED and CPR Certificate required.
- Certification as a state screener in Vision, Hearing Spinal and Risk Assessment for Type 2 Diabetes in Children preferred.

Experience: 1 year of experience post-licensure as a Registered Nurse (RN), especially in a school setting is preferred.

To apply for this position, please email a resume and cover letter to:

Kat Nickell, Director of Health and Wellness

knickell@lakehillprep.org

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