

JOB TITLE: Certified School Nurse (RN, BSN)

PROGRAM: School-Based Health Centers

Reports to: School Nurse Manager

Classification: Non-Exempt

Status: Full-Time, Seasonal

Date Approved: 12/29/25

General Description:

The Certified School Nurse (BSN/CSN) for the Education Plus Health (EPH) School-Based Health Center (SBHC) program joins an interdisciplinary team to provide comprehensive school health services. The BSN/CSN is supervised by the School Nurse Manager with clinical accountability to the School Nurse Practitioner (SNP) in their respective school(s). The BSN/CSN works in collaboration with the SBHC team in each of their schools, including a Community Health Worker, Behavioral Health Counselor, and Nutritionist. The BSN/CSN works closely with the School Nurse Practitioner to meet state-mandated health screening requirements, treat students with chronic conditions, and assume the regular responsibilities of the school nurse as detailed below, including triaging care as appropriate.

The standards of the job description are defined in accordance with the Pennsylvania School Code, Education Plus Health and host school policies, and the PA Department of Health Division of School Health Regulations, carried out according to the specifics in the Law (Mandated programs) and within the parameters established for approved Modified programs.

This position is based in two schools in North Philadelphia and Fishtown, and requires 5 days of onsite work (7.5h/day)/week during the school year.

Responsibilities:

- In collaboration with the School Nurse Manager and the School Nurse Practitioner (SNP), ensure that school nursing services are planned and delivered in compliance with state regulations and best practices for school health services.
- Research, record, and outreach to parents to ensure 100% compliance with the PA state-mandated vaccine schedule, health screenings, and additional assessments required by EPH.
- Support School Nurse Assistant (SNA)/LPN with data entry of valid physicals, dentals, vaccines, chronic conditions, allergies and all other medical information needed into the EMR system, Athenahealth, by deadline to meet benchmarks and review pertinent physicals and chronic conditions with SNP.

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- Support management of the SBHC, including follow-up calls and other communications to parents regarding missing medical records as needed.
- Support with organization, management, and implementation of dental and vision programs for all students, prioritizing the mandated grades.
- Support the School Nurse Manager with maintaining and monitoring the chronic condition list on a monthly basis.
- Assist with creating and monitoring all 504s and IEPs with medical components.
- Assist SNA/LPN with weekly screening of all students, ensuring that EPH workflow for comprehensive screening and SNP follow-up has 100% fidelity and quality.
- Assist with quality and accuracy of SNA/LPN screening, documentation and SNP and parent follow-up, and ensures SNP appointments are scheduled within 48 hours.
- Provide direct student healthcare services when needed in SBHC.
- Work in collaboration with the community health worker on student care as appropriate.
- Collect, and support all reporting to state including School Health Annual Reimbursement Request System (SHARRS), vaccine report, mandated screenings, EPH screenings, and any other data collection as needed.
- Assist with maintaining inventory and supplies for screenings.
- Work collaboratively with school and SBHC staff to ensure robust and well-integrated health services for youth and families.
- Nurture and support critical relationships with school leadership and other key partners.
- Other duties as assigned.

Qualifications/Requirements

- Current RN/BSN license in Commonwealth of Pennsylvania
- Certificate or Emergency School Nurse certificate obtained within first two months (with tuition assistance if needed).
- Strong school nursing experience and clinical instincts.
- Strong understanding and command of State law and regulations related to school nursing and clinical scope of practice for all Education Plus Health roles.

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- Strong administrative skills and experience managing mandates.
- Demonstrated knowledge and expertise of program health priorities: asthma, sexual health, trauma and mental health, and nutrition and healthy living.
- Proven excellence in building, managing and developing high performing teams.
- Strong organizational and communication skills.

Salary

\$66,000

Please note that this is a full-time, seasonal position with Education Plus Health. The Certified School Nurse works on the school year calendar but continues to be paid in the summer months at a part-time rate.

EDUCATION PLUS IS AN EQUAL OPPORTUNITY EMPLOYER (M/F/D/V)

I hereby acknowledge that I have read this job description. I fully understand the duties and responsibilities required of this position. I also agree to fulfill the job requirements as delineated herein and to adhere to all company's policies & procedures.

(Employee's Signature)

Date

(Supervisor's Signature)

Date