



## LOWER SCHOOL ADMINISTRATIVE ASSISTANT & SCHOOL NURSE

### Position Overview

The Lower School Administrative Assistant & School Nurse serves a dual role by providing exceptional administrative support to the Lower School Principal, faculty, students, and families while overseeing student health services for the school community. This position is responsible for creating a welcoming and efficient front office environment, managing daily administrative operations, maintaining health records, coordinating student health services, and supporting the mission and culture of The King's Academy.

The successful candidate will be a highly organized, service-oriented professional who demonstrates a heart for Christian education, excellent communication skills, strong attention to detail, and the ability to manage multiple responsibilities with professionalism, compassion, and confidentiality.

### Essential Administrative Responsibilities

#### Front Office Operations

- Serve as the first point of contact for students, parents, visitors, and staff in the Lower School office.
- Maintain a welcoming, professional, and Christ-centered environment.
- Manage incoming phone calls, emails, and parent inquiries.
- Coordinate student attendance, tardy records, and dismissal procedures.
- Assist with scheduling meetings, conferences, events, and school activities.
- Maintain accurate student records and office files.
- Support enrollment, registration, and student record requests.

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- Assist with preparation of newsletters, communications, reports, and school correspondence.
- Coordinate substitute teacher coverage and assist with daily staffing needs.
- Manage office supplies and instructional material requests.
- Support faculty and staff with administrative and organizational needs.
- Utilize FACTS/RenWeb and other school software systems efficiently and accurately.
- Maintain digital files and records in accordance with school procedures.
- Support implementation of school initiatives, including ROAR and school-wide programs.
- Assist with event planning, field trips, testing coordination, and special projects.

### **Essential School Nurse Responsibilities**

#### **Student Health Services**

- Assume responsibility for all health-related care for students during the school day.
- Provide nursing assessment, first aid, and care for illness and injury.
- Maintain student health records and ensure compliance with state requirements.
- Maintain, evaluate, and interpret cumulative health data to accommodate individual student needs.
- Develop and implement individual health care plans for students with chronic medical conditions.
- Administer medications and treatments according to physician orders and school policies.
- Monitor and manage student medical alerts and emergency care plans.
- Communicate with parents regarding student illnesses, injuries, and health concerns.
- Maintain daily clinic logs and documentation of student visits.
- Coordinate preventative health services and health screenings.
- Assist with referrals for healthcare services when appropriate.

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- Serve as liaison between home, school, healthcare providers, and community agencies.
- Assist in developing and implementing school health policies and procedures.
- Provide professional guidance and health education to students, staff, and families.
- Maintain clinic supplies, emergency equipment, and medication inventory.
- Participate in ongoing professional development related to school nursing and student health.

### General Expectations

- Actively support and model the mission, vision, and values of The King's Academy.
- Demonstrate a commitment to fostering a culture where students are **Known, Loved, and Equipped**.
- Maintain strict confidentiality regarding student, parent, and employee information.
- Exhibit professionalism, collegiality, and Christian character in all interactions.
- Work collaboratively with administrators, teachers, parents, and support staff.
- Meet deadlines and complete responsibilities in a timely manner.
- Demonstrate punctual and reliable attendance.
- Comply with all policies and procedures outlined in the Employee Handbook.
- Support a positive school climate and contribute to the overall success of the Lower School.

### Qualifications

#### Required

- Associate's degree or higher in Nursing, Healthcare Administration, Education, Business Administration, or a related field.
- Current Tennessee nursing license (RN or LPN) preferred.
- Experience working in a school, healthcare, office administration, or related setting.
- Excellent oral and written communication skills.

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- Strong organizational and multitasking abilities.
- Ability to work independently while collaborating effectively within a team environment.
- Proficiency with Microsoft Office, Google Workspace, email systems, and student information systems.
- Ability to maintain confidentiality and exercise sound judgment.

### Preferred

- School nursing experience.
- Experience with FACTS/RenWeb Student Information System.
- CPR, First Aid, and AED certification.
- Experience working in a private Christian school environment.

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- Experience working in a school or office setting.
- Experience with student information systems
- Particularly working knowledge of FACTS Student Information System (formerly RenWeb)
- Experience supporting elementary-aged students.
- Familiarity with private school operations.

### **Knowledge, Skills, and Abilities**

- Strong customer service and interpersonal skills.
- Ability to manage multiple priorities and interruptions effectively.
- Knowledge of student health practices, medication administration, and emergency response procedures.
- Ability to communicate professionally with students, parents, faculty, and community partners.
- Strong attention to detail and accuracy.
- Ability to maintain health records and administrative records efficiently.
- Demonstrated commitment to servant leadership and Christian education.

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### **Physical Requirements and Work Environment**

- Requires satisfactory hearing and vision.
- Criminal history background check required.
- Requires walking, standing, bending, lifting, and carrying items up to 30 pounds.
- Requires repetitive hand and finger movements for computer and office work.
- May sit or stand for extended periods of time.
- Works in a highly active school environment with frequent interruptions and varying priorities.
- Primarily works in a climate-controlled office and clinic environment.
- May occasionally work outdoors in varying weather conditions, including heat and cold.
- Must be able to respond promptly to medical emergencies throughout campus.

### **Employment Classification**

Full-Time, 12-Month Position

This position combines the operational leadership of the Lower School front office with the compassionate care and clinical oversight of student health services, ensuring students, families, and staff are supported in a manner that reflects the mission of The King's Academy and promotes a safe, welcoming, and Christ-centered learning environment.