



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Health Manager

Job Class: Full-time, Exempt

Reports to: Chief Financial & Operations Officer (CFOO) and Campus Principals

EBI is seeking an energetic, diligent experienced health practitioner to join our educational community to manage the Health office, provide nursing services to students, and serve as a healthcare resource for the school. The nurse supports the students by providing first aid, evaluating their needs for other forms of care, and coordinating with parents and outside physicians on students' medical care. The school nurse is responsible for coordinating with the administration on the development, implementation, and continual revision of health and safety policies and procedures in support of the school's mission and in compliance with federal, state, and local laws. The school nurse consults with and provides advice to other staff and faculty regarding students' specific health issues which may impact their learning experience. This position also serves the school's summer programs and activities. This is a 12-month position reporting to the CFOO & Principals

Specific responsibilities:

- Managing the day-to-day operations of the Health Office
- Maintaining student health records and office visits Ensuring updated annual health forms are received for each student before the start of school
- Maintaining records and documentation related to student and physician instructions
- Recording services rendered in the health office database, and interpreting and explaining records, reports, and activities
- Supporting COVID testing of employees, students and parents. Specifically, administering nasal and/or throat swabs to students as young as three years old, managing the registration, scheduling and supporting patient reporting.

- Maintaining lists of students with special health issues and providing relevant information (within HIPAA guidelines) and medications to chaperones who will be supervising students on field trips or other off-campus activities
- Establishing and enforcing procedures and protocols in line with California legal and health care guidelines
- Managing the Health Office budget
- Administering prescribed and over-the-counter medications to students according to physician orders; dispensing medication per established procedures
- Providing students with physical care when needed
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Ensure school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Interacting with school personnel, parents, and the community when appropriate with professionalism and understanding
- Contacting parents, health care professionals, and paramedics as required by the nature of the emergency
- Reporting suspected child abuse or neglect
- Representing the school on external community committees often sponsored by the Alameda Public Health and working collaboratively with school nurses within our peer school community
- Serving as a member of the health, safety, and emergency response committees
- Attending Student Support Team meetings
- Working closely and collaboratively with the Operations Teams of the school, including facilities and human resources, by providing guidance in promoting health and safety in the school community
- Coordinating and tracking annual CPR and first aid training for employees
- Ensuring appropriate supplies are ordered and stored properly
- Performing other related duties as assigned

Qualifications

- Valid California Registered Nurses License.
- Valid California School Nurse Credential preferred
- Minimum of an Associate's degree in Nursing; Bachelor's degree preferred
- Strong candidates will have at least five years of experience in nursing, preferably in a pediatric or school setting.
- Valid First Aid, CPR and AED Certification from the American Heart Association
- Is aware of and follows state and local health recommendations, mandates, and administrative guidelines

- Bilingual English and Spanish preferred
- Experience with Magnus Health system and database preferred
- High degree of proficiency with technology, including Microsoft Office and iOS platforms as well as data management systems
- Excellent attention to detail and record-keeping with a high degree of accuracy
- A receptive attitude of patience and understanding toward children with an illness or injury
- Demonstrated ability to maintain discretion and confidentiality
- Ability to understand and apply rules, regulations, policies, and procedures
- Excellent interpersonal, written, and verbal communication skills
- Strong commitment to the mission and vision of EBI School
- Understanding and commitment to DEI/social justice, including anti-bias and safe identity educational practices
- Willingness to collaborate with diverse constituencies, work in a diverse team, and be a leader
- Diligent and well-organized work habits, including initiative, professional judgment, and the ability to problem solve

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, to employment@ebinternacional.org . Please generate all documents as one PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

EBI is an equal opportunity employer.