

Diocese of Nashville

<https://dioceseofnashville.com/job/part-time-elementary-school-nurse/>

Part-Time Elementary School Nurse

Description

Position Type: Part-Time – about 16 hours per week Schedule: 2 days a week, negotiable- 8:00 AM – 3:00 PM

Are you a compassionate medical professional looking for a rewarding role with a predictable, family-friendly schedule? [School Name] is seeking a dedicated and caring Part-Time Elementary School Nurse to join our team. In this role, you will be the frontline champion for our students' health and wellness, providing basic medical care, managing student health records, and offering a comforting environment for children when they aren't feeling their best. If you love working with children and want to make a direct, positive impact on a school community, we would love to meet you!

Key Responsibilities

- **Direct Student Care:** Provide first aid, triage, and emergency care for illnesses and injuries occurring during the school day (e.g., bumps, scrapes, fevers, and upset stomachs).
- **Medication Administration:** Safely administer prescribed daily and as-needed medications to students in accordance with school policies and state regulations.
- **Health Documentation:** Maintain accurate, confidential electronic health records for students, including immunization logs, daily clinic visits, and chronic care plans (e.g., asthma, allergies, diabetes).
- **Communication:** Serve as the primary point of contact for parents/guardians regarding student illness or injury. Collaborate effectively with teachers, administrative staff, and school leadership.
- **Wellness Promotion:** Assist in screening programs (vision, hearing) and promote healthy habits (handwashing, hygiene) within the school.

Qualifications & Requirements

- **Experience:** Previous experience in nursing, pediatrics, urgent care, or an equivalent medical field is required.
- **Licensure/Certification:**
 - Valid nursing credential (RN or LPN) preferred, OR equivalent certified medical experience (e.g., Certified Medical Assistant or EMT with strong clinical background).
 - Current CPR and First Aid certification (or willingness to obtain prior to start date).
- **Skills & Attributes:**
 - A warm, patient, and empathetic demeanor with young children.

Hiring organization

Saint Joseph School

Job Location

Madison, TN

Date posted

July 15, 2026

Valid through

16.10.2026

Interested candidates should submit a resume and a brief cover letter outlining their relevant medical experience to Principal Amy Lavender at alavender@stjosephnashville.org with the subject line "Part-Time School Nurse Application – [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.

- Strong organizational skills and meticulous attention to detail regarding medical records.
- Excellent communication skills, with the ability to reassure anxious parents and calm young students.
- Ability to remain calm, focused, and decisive in urgent or high-stress situations.

Why Join Us?

- Great Work-Life Balance: Enjoy a part-time schedule that aligns with school hours, with no night, weekend, or holiday shifts.
- Supportive Environment: Work within a collaborative, close-knit community of educators who value student wellness.
- Summers Off: Follow the standard academic calendar, giving you summers and school breaks off.

How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their relevant medical experience to Principal Amy Lavender at alavender@stjosephnashville.org with the subject line "Part-Time School Nurse Application – [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.