



### **School Nurse /Administrative Assistant**

The Woods Academy is an independent, co-educational, Catholic school located just outside Washington, DC, on a six-acre, park-like campus in Bethesda, Maryland. The Woods Academy is committed to developing the minds, spirits and bodies of our 320+ students in grades pre-K through 8 in a safe, caring community that honors each student as a child of God.

The school is looking to fill the full-time 12-month position of School Nurse / Administrative Assistant as soon as possible. The ideal candidate must be able to integrate knowledge, skills and clinical experience to meet the health and wellness needs of day students, summer campers and the faculty/staff community. As a member of the front office staff, the candidate will also represent the school, serve as first point of contact for greeting parents, students, visitors and staff, and perform administrative duties as assigned.

#### **School Nurse /Administrative Assistant Responsibilities include:**

- Provide urgent and preventive health services to students, faculty and staff to include determining method of treatment per guidelines, maintaining confidentiality, documenting, and notifying parents/guardians.
- Maintain students' confidential health files and immunization records in compliance with Maryland state law. Collect and summarize data as requested by state and county agencies.
- Administer medications according to physician and parent instructions; prepare related documents; communicate with parents to obtain authorization forms; notify parents of prescription refills as needed.
- Maintain the health room in a clean, orderly and safe condition; maintain inventory and order first aid supplies as necessary; prepare and restock first aid kits for classrooms and field trips as assigned. Ensure medications are secured according to state and county laws.
- Review and develop institutional health and wellness policies, procedures and forms.
- Work closely with faculty, administration and guidance counselors.
- Coordinate annual flu shot clinic and CPR/First Aid/AED training for faculty and staff.
- Perform a variety of administrative and clerical duties and operate a variety of office equipment.
- Perform other office duties as assigned.

#### **Requirements:**

Minimum requirement Certified Nursing Assistant (CNA) with additional certification to administer medication.

Familiarity with educational institutions and understanding of unique needs of a school setting in maintaining confidentiality and school safety

Previous pediatric care/nursing experience a plus

Adult and Pediatric CPR, AED and First Aid Certified a plus

Strong interpersonal, written and oral communication skills

Strong analytical and organizational skills and ability to multi-task

Ability to work independently with exceptional initiative and judgment

Ability to be understanding, caring and sympathetic to the need of children ages 3 – teen years and their families

Appreciation of and commitment to serving the needs multiple constituencies (students, parents, faculty, staff, and community members) of a diverse population

Proficient with data management systems and basic computer applications; willingness and ability to learn additional applications as needed

*Interested candidates should submit a cover letter and résumé to Hasmig Mahshigian, Director of Finance and Operations.*

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