



PINE FORGE ACADEMY
excellence is no accident...



Job Opportunity
School Nurse

Starting Date: August 1, 2019

Position

The School Nurse is responsible for maintaining immunization and health records for all students ensuring that parents receive monthly reports. The nurse initiates, completes and keep track of all insurance forms and claims relating to students. The nurse ensures that students obtain proper medical care when needed and keep parents informed of all activities relating to students' health. The nurse acts as liaison between school, home, nutritional services and health agencies for maintenance of healthy student (mind, body and soul).

Requirements

- Practicing member of the Seventh-day Adventist Church
- Licensed Registered Nurse with current license credentials
- Criminal background and abuse clearances

Qualifications

- Three to five years experience working in school setting
- Ability to interact well with students, parents and staff
- Strong organizational skills needed

Contact

Please send cover letter, resume, and an application from the Allegheny East Conference website (www.visitaec.org) filled out completely to:

Kollette Bryant

Human Resources Director

Allegheny East Conference of Seventh-day Adventists

Email: hr@aecsda.com

**Please send via email only to the email address provided above.
Please include the word, "resume" in the subject line of the email.**



PINE FORGE ACADEMY

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