



**American School
of Bombay**

Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of other.

Job Description

Position: School Nurse
Division: Health and Wellness - Administrative Staff
Supervisor: Director of Health Wellness and Nutrition
Contract: Annual Renewal Contract
Salary and compensation based on experience and qualifications

Position Summary:

The School Nurse provides specialized health care services to students/staff. The provide first aid, counseling to students about good health habits, maintaining health records, and meeting individualized health needs of students/staff to promote health and safety in the school.

The ASB Mission and Core Values guide our work.

Responsibilities:

- Responsible for providing appropriate treatment for any injured or unwell member of the ASB community.
- Provides health education to students, staff and parents both formally and informally.
- Responsible for all medical supplies in the clinic and for an efficient and well equipped clinic.
- Responsible for keeping health records of students, teachers and all non-academic staff.
- Reports to the Director Health, Wellness and Nutrition any possible communicable disease a student has contracted.
- Provide and /or arrange for medical support during sports tournaments or other similar events.
- Arrange for medical check-ups for ASB employees at the beginning of employment.
- Maintains all first aid boxes in classrooms, buses and cars/vans.
- Provides coverage for all school events as assigned by the Director Health, Wellness and Nutrition.
- Seeks timely guidance on record keeping, professional development, first aid coverage and related health office issues from School Doctor/Director Health, Wellness and Nutrition.
- Other unforeseen jobs as assigned by the School Doctor and/or Director Health, Wellness and Nutrition.

The Ideal Candidate Will Have:

- GNC and or BSC Nursing or equivalent from recognized university
- Experience with pediatrics and/or emergency nursing preferred
- Excellent interpersonal and communication skills, proficient with spoken and written English
- Effective problem solver with organizational skills

Knowledge, Skills and Abilities:

- Principles and practices underlying professional nursing
- Knowledge of current trends in school health and a commitment to lifelong learning.
- Knowledge of regulatory norms and international practice in the field of medicine.
- Ability to communicate effectively with parents, students, administrators and school staff.
- Ability to work independently, ensuring that care given is based on current best practice and school policies.
- Demonstrate a genuine interest in first aid and health needs of student population.
- Knowledge of or willingness to learn computerized information systems used in school applications.
- Willingness to work as part of a team of health care professionals and educators.
- Flexibility to work variable hours to cover the needs of the Health Office.
- Willingness to provide advice and coordination of health care required out of hours.
- Demonstrates by example a healthy lifestyle.

[ASB Performance Standards for Medical Team.](#)

Child Protection and Safety:

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

Note:

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.

Core Values

We believe that...

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.