



Job Description: Nurse (LPN or RN)

Ashley River Classical Academy (ARCA) is hiring founding staff members to support its teachers, students, and families when it opens in Charleston, SC, in August 2025. ARCA is a tuition-free, public classical charter school. It is part of the [Barney Charter School Initiative](#) of Hillsdale College, a network of classical charter schools united by curriculum and purpose. ARCA will initially open K-5 and grow to K-12 by adding one grade level each year. ARCA is now accepting applications for office staff positions.

Each staff member is a professional esteemed by a staff of colleagues striving for excellence. The staff is entrusted with supporting Ashley River Classical Academy's mission: **to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The school nurse's primary responsibility is to advance our student's well-being and success by promoting health and safety and assisting with actual and potential health problems to maximize a student's ability to learn. The nurse oversees health policies and programs, provides expertise and oversight of school health services, and assesses students' health needs. He/she serves as a liaison between school personnel, family, community, and healthcare providers and as a resource for parents, teachers, staff, and administration.

Primary duties and responsibilities include:

- Provides appropriate care for ill and/or injured students;
- Administers first aid to students/staff when necessary following school policies and state law; Administers OTC medications as needed per school policy and prescription medications or specialized nursing care procedures under physician's orders;
- Provides care to high-risk students and those with chronic illnesses;
- Performs screening for head lice when necessary, providing education and treatment options and environmental cleaning;
- Coordinates medical information between parents, the school, and the medical provider;
- Assists students in maintaining personal hygiene practices if needed;
- Assists students with any health care need, including self-care needs such as blood glucose monitoring
Corresponds with parents about the health needs of their child when necessary;
- Participates in staffing conferences for individual students when appropriate;
- Responsible for developing procedures and protocols for student health and wellness-related issues;
- Develops emergency care plans and individual health plans for students on a case-by-case basis;
- Prepares and maintains student clinic records and prepares required reports;
- Updates and maintains health physicals and immunization records;
- Maintains student's confidential files and records (e.g., health plans, physician orders, accident reports, etc.) to provide information required by professional standards;
- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students;



- Manages the communicable disease program and reporting procedures for infectious and contagious diseases;
- Follows procedures for suspected cases of child abuse and neglect;
- Collects and maintains data relating to student health issues;
- Educates and trains faculty and staff concerning asthma, severe allergies, seizure disorders, and any other chronic conditions that a current student may have;
- Maintains clinic equipment and assesses the need for consumable supplies regularly;
- Orders clinic supplies and materials as needed;
- Performs related work as required;
- Provides relief coverage as needed for the Receptionist's Office;
- Maintains a positive working relationship with faculty, staff, and parents;
- Performs other duties as requested by the Head of School or the Director of Operations.

Qualities and characteristics of a successful School Nurse:

- Registered Nurse certified and licensed with the State of South Carolina and in good standing with the South Carolina Board of Nursing
- Bachelor of Nursing degree
- 3 years of nursing experience/Pediatrics experience is a plus
- Valid CPR certification/CPR Instructor certification preferred
- Strong organizational and relationship skills

Salary and Benefits

- Competitive salary commensurate with experience and expertise
- Benefits including health, dental, and vision insurance

If interested, please send a resume to the Director of Operations at dbriscoe@ashleyriverclassical.org. All employees must pass background checks.