

## WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
FAX (509) 345-2288

### SCHOOL NURSE

OPEN IN HOUSE: 7/9/2025    OPEN TO PUBLIC: 7/15/2025

CLOSE: OPEN UNTIL FILLED

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#### **JOB DESCRIPTION:**

**School Nurse**

**2 Days a week- Monday and Wednesday**

**86 days a year**

**\$30.37-46.58 per hour**

**About the District:** Wilson Creek is a small school district located approximately 30 miles north of Moses Lake, and 20 miles east of Ephrata. We are a small school district with an enrollment of 130 students, preschool through 12<sup>th</sup> grade. Set within a rural farming community, students within a 25-mile radius attend our school. With 60% choice students, our school feels very much like a private school. We routinely receive annual awards such as the School of Distinction and Achievement for Academic Excellence and are proud of our decades long 100% graduation rate. Wilson Creek provides teachers with the opportunity to (1) work with small class sizes (20 or less), (2) provide individualized/targeted instruction to students, and (3) work collaboratively with a caring and welcoming student-focused, professional staff.

**Reports To:** Principal/Superintendent

**JOB DESCRIPTION:** The role of a school nurse is a vital component within the educational environment, responsible for promoting the health and well-being of students and staff. This position requires a combination of medical expertise, compassionate care, and the ability to manage health-related issues efficiently within a school setting.

#### **Primary Responsibilities:**

- Provide yearly health assessments of all WC students; prepare health plans and provide staff training as appropriate. Monitor health of high-risk students throughout the school year.
- Administering medications as prescribed, ensuring proper documentation and adherence to legal and safety standards.
- Monitoring and managing chronic health conditions such as asthma, diabetes, and allergies among students.
- Conducting health screenings, including vision, hearing, and scoliosis assessments.
- Maintaining accurate health records and confidentiality of student health information.
- Developing and implementing individualized health plans for students with special health needs.
- Providing health education and promoting healthy lifestyle choices among students.
- Provide basic health assessments and first aid for students; refer when appropriate
- Collaborating with teachers, parents, and healthcare providers to support student health and academic success.
- Ensuring and monitoring compliance of health programs in an educational setting within federal, state, and local laws, regulations.
- Attend building/district meetings, training, and conferences as required.
- Participate in the district safety committee

- Other related duties as assigned

### **Qualifications**

- (BSN) Baccalaureate degree in nursing (preferred), or Associate degree in nursing while currently enrolled in RN to BSN program, from an accredited college or university. Holds a valid Washington State license to practice as a Registered Nurse. Holds ESA School Nurse certification or willing to obtain within first year of employment
- CPR/First Aid & AED Certified; willing to remain up to date with Certifications.
- 2 years of nursing experience preferred in areas of child/family and community health
- Strong communication and interpersonal skills to interact effectively with students, parents, and staff; both verbally and in writing
- Ability to handle sensitive situations with discretion and professionalism.
- Demonstrate consistent punctuality and attendance
- Work collaboratively with supervisors and colleagues
- Demonstrate Flexibility with schedule changes as student needs and priorities change
- Maintain confidentiality and integrity of information and records
- Organizational skills to manage multiple responsibilities and maintain detailed records
- Experience in delegation and supervision medical procedures and providing yearly staff trainings related to medical issues and student-specific needs.

**SALARY:** \$36.11-39.80 DOE

**BENEFITS:** Please visit our website at [www.wilsoncreek.org](http://www.wilsoncreek.org) to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.) Link: [https://www.wilsoncreek.org/?page\\_id=13146](https://www.wilsoncreek.org/?page_id=13146)

**APPLICATION:** Please submit the following:

- Letter of interest
- Completed application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
- At least two (2) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District  
PO Box 46  
400 Navar Street  
Wilson Creek, WA 98860**