

School Nurse - Part-time, *Benefit Eligible*
Tapestry Public Charter School - Clayton County

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging for both neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Utilizing small, multi-age classrooms with flexible groupings and authentic hands-on learning experiences, Tapestry provides a student-driven, experiential, sensory-based learning environment. All students are respected, loved, and valued as the most important members of the school community. More about Tapestry may be found at tapestrycharter.org.

Tapestry currently serves approximately 300 students in grades 6–12.

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- Work Schedule: Part-time, 30 hours per week, 182 days
 - Hours: 9:30am to 2:30pm
 - Reports to: Principal
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Job Summary:

Tapestry Public Charter School is seeking an energetic, compassionate, and committed School Nurse to support the health and well-being of both neurotypical and neurodiverse students. The School Nurse is responsible for providing direct nursing services, managing student health plans and records, administering medications, responding to health emergencies, and collaborating with families and staff to promote a safe and healthy school environment.

Essential Functions:

The following duties are representative of this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment. Additional duties may be required and assigned.

- Supports the mission, vision, and values of Tapestry Public Charter School.
- Provides direct nursing care to students, including first aid, emergency care, and management of acute and chronic health conditions.
- Administers medications and medical treatments in accordance with physician orders, parent/guardian consent, and school policies.
- Maintains and monitors student health records, including immunization records, health histories, and individual health plans (IHPs).
- Collects and maintains health data, logs clinic visits, and prepares required health reports.
- Communicates effectively and professionally with students, parents/guardians, faculty, and staff regarding student health concerns while maintaining confidentiality (FERPA/HIPAA as applicable).
- Collaborates with parents/guardians and healthcare providers to develop and implement plans for students with chronic health conditions (e.g., diabetes, seizures, severe allergies, asthma).
- Assists with health screenings (e.g., vision, hearing) and referrals as needed.
- Monitors for and responds to communicable disease concerns in accordance with local

- and state guidelines.
- Educates students and staff on basic health, wellness, and hygiene practices as appropriate.
- Maintains a clean, safe, and well-organized health clinic environment and manages medical supplies and equipment.
- Participates as a member of relevant school teams (e.g., safety, crisis response) as requested.
- Maintains prompt, regular, in-person attendance during scheduled work hours and is available to work on-site during regular business hours and as needed.
- Performs other duties as assigned by the Principal or designee

Essential Qualifications:

- Current, valid Georgia license as a Registered Nurse (RN) or Licensed Practical Nurse (LPN);
 - Highly qualified Medical Assistants with relevant school or pediatric experience may be considered.
- Minimum of two (2) years of recent, relevant clinical experience (pediatric, school, or community health preferred).
- Positive, inclusive, and welcoming attitude toward students, families, and staff.
- Ability to maintain accurate, confidential health records and documentation.
- Current CPR and First Aid certification (or ability to obtain upon hire)

Preferred Qualifications:

- Experience working in a public school or pediatric setting.
- Experience working with middle and high school students.
- Knowledge of autism spectrum disorders and experience supporting neurodiverse students.
- Familiarity with Georgia Department of Public Health guidelines, immunization requirements, and school health protocols.

Salary and Benefits:

This position is part-time; final benefits eligibility is determined by hours worked, FTE status, and applicable plan rules.

- Salary is based on Tapestry Public Charter School's salary scale and is commensurate with license, experience, and education.
- Participation in the Teachers Retirement System of Georgia (TRS), if eligible.
- Eligibility for employer-paid subsidy toward school-sponsored health benefit plans, if position meets benefits-eligibility criteria.
- Access to health, dental, vision, life, and other voluntary benefits, if benefits-eligible.
- Flexible Spending Account (FSA) options, if available and eligible.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at jobs@tapestrycharter.org. Applications that do not include all required components may be considered incomplete.

Application Deadline: Open until filled.

Equal Employment Opportunity and Background Check

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.