

AMERICAN INTERNATIONAL SCHOOL
POSITION DESCRIPTION

TITLE: Medical Officer/Nurse

Teacher Salary Scale: Administrative Personnel Salary Schedule

CONTRACT TERM: 12 MONTHS

POSITION SUMMARY

The **Medical Officer/Nurse** is responsible for basic medical care and emergency medical response for students and staff, including identifying actual and potential health problems, providing case management, implementing preventative health measures, conducting routine communications with parents and teachers, and collaborating with educators, school officials, students, and families to expand health literacy and promote positive choices.

SUPERVISED, EVALUATED BY & REPORTS TO: Supervisory Provider

MINIMUM QUALIFICATIONS

- Current certification, license, or other appropriate legal credential as a registered nurse or medical equivalent.
 - If holding a foreign medical credential, official Mozambican medical equivalency is required.
- Computer proficiency (Word, Excel, PowerPoint).
- Effective oral and written communication skills.
- Cultural competency, demonstrated through providing a comforting yet professional clinical experience for a diverse population of students from preK to Gd 12 and their parents
- Minimum 3 years clinical experience.
- Dependable in terms of timeliness, and minimal absenteeism.
- English language fluency required, and Portuguese language competency *preferred*.

DUTIES AND RESPONSIBILITIES

Medical

1. Provide basic medical care for students and staff throughout the school day.
2. Perform on-site emergency care for students and staff as needed, coordinate transfer to hospital when necessary.
3. Provide referrals and follow up for health care needs that cannot be met at school.
4. Implement medical emergency response plans for individual students as needed; document and communicate accordingly.
5. Manage infectious diseases according to school practices/protocols.
6. Perform medication administration as needed.

Administrative

7. Serve as a health consultant on multisector teams along with other school professionals.
8. Provide health education to students and staff in both individual and group settings; as well as parents as requested.
9. Maintain documentation on all student and staff consults and incidents; communicate with teachers and parents as needed.
10. Review health records for incoming students, follow up as needed.
11. Communicate student specific medical information to relevant teachers at the start of each school year and on an as-needed basis thereafter.
12. Reconcile immunizations for incoming students; assure compliance with school immunization requirements, follow up as needed.
13. Oversee implementation of infection control measures (hand/room/personal hygiene).
14. Assess the school environment as to prevent injury and ensure safety.
15. Participate in school safety plans that address school violence, bullying, and emergencies that may occur at school.
16. Participate in vision and hearing health screening procedures as needed.
17. Inventory medication and health-related equipment, maintaining tallies and documenting expiration dates (including first aid kits, AEDs, and EpiPens).

18. Support the Integrated Learning Department in preparation for WWW, sports events, field trips, and ASAs.
19. Coordinate and present a health information session to new parents during Families in Transition (FIT) twice yearly.
20. Write a weekly short on a relevant health topic for the AISM Bulletin.
21. Provide guidance to student initiatives concerning health.
22. Act as a key member of the Health Team; participate in monthly staff meetings.
23. Review/maintain bus/school employee driver certifications.
24. Perform additional duties as assigned.