



SCHOOL NURSE

Job Details

Location: Oklahoma Christian Academy - Edmond, OK

Job Category: Faculty

Position Type: Full Time, 10-month Contract

Report to: Elementary and Secondary Principal

Job Description

General Description

Oklahoma Christian Academy is seeking a certified nurse for the 2026–'27 school year.

The ideal candidate will provide compassionate, student-centered care, support the health and well-being of our school community, and partner with faculty, staff, and families to promote a safe and healthy learning environment. The nurse will also be responsible for maintaining student health records, administering medications and first aid, responding to student illness and emergencies, and ensuring compliance with applicable state health requirements and school policies.

Qualifications

- Oklahoma Teaching Certificate, Elementary
- Bachelor's degree in Education
- Previous teaching experience, preferably
- Faithful student of the Bible and experience teaching Bible lessons
- Ability to work in a team environment
- Effective communication, collaboration and interpersonal skills
- Commitment to student growth
- Experience with technology
- Passion for understanding parents and a desire to help students
- Acceptance without reservation of the [OCA mission and vision](#)

Job Description Cont'd

Duties and Responsibilities

- Promotes and protects optimal health status of children.
- Administration of the exposure control plan for bloodborne pathogens. Assist with development of an exposure control plan for Bloodborne Pathogens.
- Provide vision and hearing screening for students in PreK through 8th Grade.
 - Send referral notices to parents and provide follow up as needed on referrals. Vizavance, Prevent Blindness in Oklahoma and UCO Scott F. McLaughlin Speech & Hearing Clinic
- Provide Assistance in reporting possible child abuse-neglect.
- Evaluate individual health histories on students referred for special education testing or re-evaluation.
- Control communicable disease within the school setting as outlined by the Oklahoma State Health Department and Center for Disease Control.
- Manage immunization requirements as set forth by the Oklahoma State Department of Health.
- Establish first aid guidelines.
- Provide training of first aid guidelines to district employees.
- Provide training to designated school employees on the administration of medication in compliance with the Oklahoma Nurse Practice Act and school law.
- Train personnel who will be performing various medical procedures (use of nebulizers, EPI Pens).
- Maintain medical protocols and physician's written orders required by law.
- Teach Health classes, as needed.
- Teach Growth and Development classes to the 5th/6th grade students as part of their elective offerings.
- Serve as a liaison between home, school, and community. Partner with universities regarding student health issues.
- Train Oklahoma Christian Academy employees in Cardio-Pulmonary Resuscitation (CPS), First Aid and Automated External Defibrillator (AED).
- Other duties as assigned.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.



Benefits

- Competitive salary and benefits package
- Opportunity to make a difference in the lives of students
- Collaborative and supportive work environment
- Professional development opportunities

Contract

- One hundred eighty one (181) contract days / temporary contract.
- Salary: District scale.
- Performance of this job will be evaluated by the site principal in accordance with the provisions of the Board's policies and state law

Application Process

- Interested candidates should submit a resume, cover letter, and references to Elementary Principal Mary Ann Kelsey, makelsey@ocacademy.org, and Secondary Principal Brooke Scott, bscott@ocacademy.org.