



**St. Paul  
Christian**  

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**A C A D E M Y**

**Job Description**  
**Clinic Assistant (22.5 hours/week)**

**Key Responsibilities**

1. Provide assistance to students who are ill or who have had an accident.
2. Manage electronic medical records system including, but not limited to, assisting families with uploading health forms, charting administered medications, and charting visits to the clinic.
3. Schedule and facilitate CPR training and certification for employees.
4. Coordinate annual visit from external vendor for voluntary flu shots.
5. Maintain clinic supplies and over-the-counter medication inventory.
6. Serve as the point of contact for student allergy records and action plans.
7. Present allergy information to faculty and staff during annual pre-service meeting.
8. Assist school counselor with student safe/unsafe touch discussions.
9. Assist with 5<sup>th</sup> grade puberty education.
10. Prepare and distribute first-aid bags for all grade-level field trips.
11. Provide assistance in the main office, including, but not limited to, answering the phone, helping visitors, and facilitating early dismissals.
12. Prepare and distribute communications regarding health issues and concerns.
13. Assist Lower School teachers with classroom tasks such as cutting, laminating and copying.
14. Additional duties as assigned.

**Qualifications**

1. Profess a saving faith in Jesus Christ and assent to live according to St. Paul Christian Academy's Statement of Faith.
2. Medical training preferred, plus minimum of two years' experience in a similar role.
3. Independent school experience preferred.
4. Excellent oral and written communication skills.
5. Availability and willingness to work outside of defined schedule, as needed.

### **About St. Paul Christian Academy**

At St. Paul, we walk with parents to establish a permanent foundation for our students so that they might flourish by pursuing academic excellence, a passion for Christ, and an ever-deepening understanding of their call to be leaders who uniquely shape the world in which they live. We form this foundation by creating a place filled with childlike wonder where children are known, loved, nurtured, and challenged to be his or her best, in no small part due to our experienced and exceptional faculty.

St. Paul students and faculty pursue academic excellence in a loving and challenging environment where children learn to work hard while at the same time maintaining the wonder of childhood. We hold high expectations for our students, and our nurturing environment helps them meet those expectations to reach their highest potential. As a result, our children are well prepared for acceptance into the most competitive college-preparatory schools in Nashville, and each year finds our graduates thriving in every way at schools such as Brentwood Academy, Harpeth Hall, and Montgomery Bell Academy.