



Position Title: Part-Time Preschool Nurse

Organization: High Hopes, Franklin, TN

Reports To: Preschool Director

Position Summary:

The Part-Time Preschool Nurse serves as an integral member of the preschool and leadership team, providing direct student and patient care, making healthcare and medical decisions related to the well-being of children, and completing all required healthcare documentation. This position also includes administrative responsibilities to maintain accurate and compliant healthcare records in alignment with High Hopes and Tennessee Department of Human Services (DHS) regulations. This is a part-time position with flexible scheduling to support the ongoing healthcare needs of our students.

Direct Care Responsibilities:

- Provide care to children with medical needs including, but not limited to, allergies, asthma, diabetes, seizures, feeding tubes, and medically fragile conditions.
- Follow High Hopes policies and accepted nursing practices to assess, treat, and provide first aid to preschool students experiencing illness or injury.
- Collaborate with the therapy team on an as-needed basis regarding patient health concerns and medical management.
- Administer medication in accordance with state laws, DHS rules and regulations, and High Hopes policies.
- Partner with classroom and administrative staff to determine when a child's symptoms, health status, or atypical behaviors require pick-up or further evaluation, following High Hopes' handbook and illness policies.
- Maintain consistent communication with the Preschool Director regarding student health concerns and care coordination.

Administrative Responsibilities:

- Maintain organized, accurate, and confidential student health records in compliance with DHS regulations, best practices, and applicable state laws.
- Ensure proper safekeeping, labeling, and storage of all medications on site.
- Adhere to HIPAA requirements in all nursing practices and maintain annual HIPAA training.
- Support the school's compliance with licensing and health-related documentation requirements.
- Participate in staff meetings and professional development opportunities as scheduled.

Schedule and Hours:

- Part-time position with flexible scheduling options available
- Hours to be determined based on program needs and candidate availability



- May include regularly scheduled days or a rotating schedule
- Occasional flexibility required to cover emergency situations or staff absences

Qualification Requirements:

- Registered Nurse (RN) or Bachelor of Science in Nursing (BSN)
- Minimum of 2 years of nursing experience (pediatric experience preferred)
- Active Tennessee nursing license
- Current CPR certification
- Familiarity with DHS preschool licensure standards and health-related regulations preferred

Skills:

- Experience with G-tube and NG-tube feeds (bolus syringe, pump)
- Catheterization and tracheostomy care
- Medication administration (inhaler, oral, topical)
- General first aid and health assessments
- Strong organizational and documentation skills
- Excellent communication and interpersonal abilities
- Capacity to work collaboratively within a multidisciplinary team
- Compassionate and understanding demeanor balanced with sound judgment and firmness when needed
- Ability to work independently while maintaining connection with the broader team

This job description aims to clearly articulate the responsibilities and expectations for this role, highlighting the educational environment's inclusive and adaptive nature and the comprehensive scope of associated duties.

Application Process: Interested candidates should email their resume and cover letter (including their availability) to nboyd@highhopesforkids.org. Any communication about a position will come from a highhopesforkids.org email address.