



Full Time Position: School Secretary/Nurse

About Bright School

The Bright School was founded in 1913 by progressive educator Mary G. Bright and currently enrolls about 350 students from junior preschool age 3yrs. to fifth grade. From junior preschool through the elementary years, our school provides a seamless transition from grade to grade, each year building upon each other to prepare graduates for middle school and beyond. The majority of our graduates continue on to the best middle and high schools in Chattanooga and later to college. Our curriculum and activities are a blend of the hands-on and personalized learning upon which Miss Bright built her school and innovative practices of today that nurture and challenge students.

Our Mission The Bright School builds a foundation upon which students become wise and compassionate citizens of the world. Its century of progress fosters the intellectual, artistic, physical, and moral growth of young boys and girls.

Essential duties and responsibilities include:

- Clerical
 - Prepare an in-house school calendar and post to Google calendar, including room reservations.
 - Record and submit, bi-weekly, to the business office all faculty/staff absences.
 - Record and submit, bi-weekly, payroll for all substitute hours.
 - Procure substitute teachers in advance, as needed.
 - Distribute daily mail. Take mail to the post office each Friday afternoon and on the dismissal day of school breaks/holidays.
 - Coordinate the Bright School Picnic.
 - Prepare diplomas for graduation.
 - Communicate need for parking with Stuart Heights Baptist Church
 - Secondary phone support
- Business Office Support
 - Receive and log all incoming monies to the school and prepare for deposit.
 - Report, file, and maintain Workman's Comp claims.
 - Maintain inventory of general office and school supplies, including purchasing supplies and overseeing equipment maintenance (postage machine, copiers).
 - General support as needed during the school year
- Medical (school nurse)
 - Manage school health services, records of immunizations, release forms, documentation of allergies and action plans, and medical supplies.
 - Provide first aid kits and medical release forms for field trips.
 - Provided triage for student's illnesses, administering first aid as necessary (taking temps, providing ice or band aids, dispensing medicine both OTC and prescription).

- Provided timely communication with parents about all medical situations, both individual and for community.
- Review protocols for issues of lice, contagious diseases, and any other widespread health needs.
- Provide CPR and first aid training for staff and faculty.
- Other duties as assigned

Physical Demands/ Work Environment

- There is a combination of sitting, standing and walking on a daily basis.
- Must be able to lift up to 25-45 pounds at a time.
- Must be able to kneel, sit and stand while assisting students

Required Qualifications:

- Bachelors' Degree or higher with RN (Registered Nurse) certification
- Knowledge of general office operations and equipment
- Upholds our Bright School Operating Principals:
 - We honor our commitments.
 - We invest in and support each other's development.
 - We hold confidences.
 - We treat everyone with respect and kindness.
 - We have fun in our work.

