



Health Officer Job Description

CTIS Mission Statement

At CTIS we want our students to be safe, happy and always doing their best. We therefore encourage our students to take responsibility for their actions, especially their learning and relationships with others and the environment. We do this by linking learning to relevant and meaningful real life situations, and encourage our students to think critically, but also respect and work with different ideas from people who come from various cultural backgrounds. This enables our students to take risks in their learning, and through inquiry, collaboration and reflection they develop the necessary knowledge, understanding and skills to explore their interests and achieve personal goals.

Vision for Teaching and Learning at CTIS

CTIS educators know and understand the needs, interests and talents of every learner we teach, and this informs everything we do from the design of our curriculum to the organization of events and excursions. Our school is a positive, supportive and productive place to learn where all participants develop key 21st century skills. Students use their skills, language and cultural understanding to examine and address real world issues through inquiry, collaboration and problem solving.

Purpose of the Role: The Health Officer runs the Nurse's Office and promotes healthy lifestyles among the CTIS community. Health Officer reports to the Head of School.

Qualifications and experience:

- Certification as a Registered Nurse
- Fluent in Japanese and English
- Experience in the role is desirable

Salary and benefits:

- ¥ 4,500,000.
- Health insurance.
- Pension.
- Professional development opportunities.



Responsibilities of the Role:

- providing students with first-aid treatment and assessing health status
- contacting parents/guardians to come pick up students if they become sick or other acute concerns after arriving at school.
- communicating with students, families, teachers, CTIS' designated outside health care provider, and a counsellor on health issues.
- sharing information of students' allergies and diseases with all the faculty and staff members to utilize for daily efforts and emergency responses at school.
- communicating and training school staff on working with students with medical concerns.
- designing and implementing an individualized school health plan related to physical health care needs or chronic illnesses.
- advising students and parents regarding health or school health related issues, providing information on these matters, and referring the individuals to community services
- administering and monitoring medications provided by doctors to individual families for students with medical concerns.
- promoting a healthy school environment.
- organizing screening programs for students on different health issues, together with an external health care provider.
- providing health related education to students and staff, in collaboration with the Physical and Health Education teacher.
- sending a Monthly Health Newsletter to parents and staff.
- monitoring immunizations, managing communicable diseases, and assessing the school environment as to prevent injury and ensure safety.
- overseeing infection control measures.
- monitoring the level of Wet Bulb Global Temperature (WBGT, in summer) and Particle Matter index (PM2.5, in spring) by government regulations to prevent from risks. (and possibly, cancel all outdoors activities)