Part-Time/Per Diem School Nurse

Stoneleigh–Burnham School, an independent boarding and day school for girls in grades 7-12/PG in Greenfield, Massachusetts, seeks a part-time or per diem School Nurse for the 2021-2022 academic year, effective late August 2021.

Located near the Connecticut River in the Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh–Burnham attracts students from the local area and around the world. Our mission centers around helping girls discover and use their authentic voices. Employees who thrive at SBS are deeply passionate about their profession and about girls’ education, are collaborative colleagues, are excited by professional growth, and are committed to fostering an inclusive community.

Reporting to the Director of Health Services, the School Nurse is a registered professional nurse certified with the Massachusetts Board of Nursing working in the school setting who strengthens and facilitates the educational process by improving and protecting the health of the student body. The School Nurse works collaboratively to prevent illness and disability and achieve early detection and treatment of health-related issues. The school nurse is uniquely qualified in preventative health, health assessment, and referral procedures. This is an academic year (10 month) part-time or per diem position. The health center is staffed from 7:30a.m. to 7:30p.m. every school day.

Duties and Responsibilities:

- Collect, maintain, evaluate, and update health data for all students; communicate with parents throughout the year regarding changes in health status.
- Communicate any special requirements or precautions to faculty/staff/dorm parents on a need-to-know basis; provide adults with the training necessary for the health and safety of all students.
- Provide assessment and nursing care for students throughout the day.
- Oversee prescription and non-prescription medications in accordance with state regulations, including storage and handling and documentation.
- Use electronic health records to document all student visits.
- Promote and assist in the control of communicable diseases through immunization screenings, influenza vaccine administration, and the early detection, surveillance, and reporting of contagious diseases.
- Collaborate with the school medical provider and other healthcare professionals to assure that appropriate diagnoses and treatments are provided for students as needed, either on- or off-campus. This includes making appointments for boarding students, arranging transportation, and accompanying students to outside medical appointments.
- Ensure that parents are kept informed of any change in the health status of their children.
- Perform limited lab testing in the office, including COVID-19 and Flu rapid testing as ordered and indicated.
- Work closely with the school medical provider and Director of Health Services in developing and updating annual standing orders and school health policies.
- Collaborate with the Director of Health Services, Director of Counseling and Athletic Trainer.
- Dispense and distribute weekend medications for boarding students to Dorm Parents. Maintain EpiPens and first aid kits in the dormitories. Maintain accurate documentation of all medications given via Dorm Parents.
- Perform other duties as assigned.

Qualities and Qualifications:
- Registered Nurse with Massachusetts license in good standing
- School Nurse experience preferred
- Certified in CPR, BLS, or ALS
• Proficient in computer health documentation
• Ability to operate medical equipment as required
• Demonstrated commitment to diversity, equity, and inclusion
• Ability to relate to and communicate with adolescents
• Strong verbal and written communication skills
• Highly organized
• Meticulous attention to detail
• Ability to work independently as well as part of a highly integrated team
• Curiosity and interest in SBS’s culture, mission, and aspirations
• Flexibility and a sense of humor
• Integrity, honesty, sound judgment, and a strong work ethic

Applications:
Interested candidates should submit the following materials to
jpotee@sbschool.org. Open to applications until the position is filled.
• Cover letter
• Resume
• 2–3 references with contact information

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its
classroom and staff; candidates who can contribute to the diversity of the community
are encouraged to apply. Stoneleigh-Burnham School is an Equal Opportunity
Employer.

Our Mission:
Stoneleigh-Burnham School is an academic community that fosters an
international perspective. We inspire girls to pursue meaningful lives based on
honor, respect, and intellectual curiosity. Each student is challenged to discover her
best self and graduate with confidence to think independently and act ethically,
secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website:
sbschool.org