



School Nurse

Stoneleigh-Burnham School, an independent boarding and day school for girls in grades 7-12 in Greenfield, Massachusetts, seeks an experienced school nurse for the 2021-2022 academic year, effective August 16, 2021.

Located in the Connecticut River 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. Nurses 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.

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) full-time position (40 hours per week). The health center is staffed from 7:30am to 8:00p.m. every school day. Weekday hours, as well as night and weekend on-call coverage, is required whenever students are in residence.

Job 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 daily 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.

On-Call Responsibilities:

- Share responsibility for overnight and weekend on-call nursing coverage.
- Provide phone triage when contacted by dorm parents or students, which may involve making recommendations over the phone, assessing a student in person, accompanying the student to the hospital, or spending the night in the Health Center.
- Communicate with dorm parents, administrators, and parents; document calls and visits in student electronic records.

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.

Please send cover letter, resume, and references to:

Jenny Potee

Director of Health Services

Stoneleigh-Burnham School

jpotee@sbschool.org

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its faculty and staff; candidates who can contribute to the diversity of the community are encouraged to apply. Salary is commensurate with experience. 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