



Position Title: School Nurse

Department: Health Center

Reports To: Director of Nursing and Medical Care

Summary: Under the supervision of the Director of Nursing and Medical Care, school nurses support students' healthy development; promote health and safety; manage actual and potential health concerns; provide case management services; and actively collaborate with families, staff and the community to strengthen student and family adaptability and self-management services.

Essential Functions/Responsibilities:

Provides direct health care to students, for injury or who present with an acute illness, but should not be used as a primary health care provider. Within the nurse's scope of practice and state laws, trains and delegates medication administration and/or the delivery of health services to unlicensed school personnel as authorized by a licensed health care provider.

Assists faculty and staff in monitoring students with chronic medical conditions. Coordinates care and student emergency action plans for conditions such as diabetes, seizures, asthma, allergies and use of emergency medications (e.g. Epi-Pen, Glucagon and Diastat). Obtains parental consent for health services and develops an Individual Health Plan (IHP) for children with chronic illnesses.

Other duties:

- Serve as a proactive presence in and an integral part of the community.
- Make necessary announcements at Morning Meetings.
- Attend health, medical and faculty meetings including all opening faculty meetings and trainings.
- Provide timely and accurate responses to faculty regarding medical matters at meetings and in the school community.
- Inform, educate and train faculty on necessary medical protocol in school, dorms, and on trips.
- Share relevant health information of students with faculty on a need-to-know basis, maintaining confidentiality..
- Uphold all ethical and legal obligations while maintaining operations and management of the nursing office.
- Communicate effectively with the other nurses as well as with the Medical Director.
- Schedule necessary appointments for boarding students.
- Offer compassionate, student-centered care while maintaining appropriate professional boundaries.
- Act as a liaison between school personnel, family, community and health care providers.

- Collaborate effectively with colleagues to support the overall health and well-being of students and address broader school-wide health concerns.

Qualifications:

- Registered Nurse degree with an Associate in Sciences as a minimum
- At least two years of experience in an acute care setting
- Exceptional attention to detail and strong organizational skills
- Excellent written and verbal communication abilities
- Self-motivated with the ability to work independently
- Collaborative team player with a positive, solution-oriented attitude
- Proficient in data entry and comfortable using digital health records
- Strong proficiency with Google Workspace (Docs, Sheets, Drive, etc.)
- Committed to maintaining a high level of confidentiality and professionalism
- Ability to ascend and descend multiple flights of stairs in buildings without elevator access
- Must be able to respond quickly in emergency situations, which may involve navigating uneven terrain or stairs

Benefits:

- Competitive salary based on experience, credentials, and applicable licensure
- Medical, dental, and vision insurance
- Employee meals during shifts
- Professional development and tuition remission opportunities
- Retirement plan with employer contributions

Indian Mountain School seeks faculty and staff members who are eager to participate in an inclusive, respectful, and diverse school community. Candidates from diverse backgrounds are encouraged to apply. Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school-administered programs.

To apply, please reach out to our Director of Nursing and Medical Care:

erin_ohler@indianmountain.org

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