



Registered Nurse — Part time (Maternity Leave Coverage)

Kingsley Montessori is in search of a Registered Nurse for three days per week (Mondays, Wednesdays and Thursdays) starting November 1, 2020. End date to be determined. Competitive hourly compensation.

ABOUT US:

Located in the heart of Boston's Back Bay, Kingsley is a premier, independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers an education tailored to the talents, curiosity, and growth of each student. Our progressive, inquiry-based programs cultivate students' social and academic development, and prepare them to advance successfully to top public and independent middle schools.

RESPONSIBILITIES:

- Maintain appropriate data and record keeping, to include yearly physicals, immunizations, medication administration plans, emergency action plans and obtain parental consent forms when necessary.
- Administer and/or supervise the administration of prescription medication to students.
- Coordinate care for students attending off campus events.
- Serve as a resource to staff for medical/health related purposes involving students.
- Identifies abnormal health findings when making a nursing assessment
- Develops and implements a student health plan
- Interprets the health status of students to parents and school personnel as necessary.
- Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students
- Provides for emergency nursing management for injuries/illnesses
- Assists in the control of communicable diseases
- Documents all student interactions within the electronic health record.
- Assumes other general related responsibilities as may be assigned.
- Adheres to the adopted policies of Kingsley Montessori School including, but not limited to, the medication administration policies and food allergy policies.

QUALIFICATIONS OF PREFERRED CANDIDATES:

- Massachusetts license as a Registered Nurse
- CPR & First Aid Certification
- Prior experience in pediatrics preferred
- Possess a high-level of interpersonal skills, general pleasant demeanor and respectful attitude towards all members of our community

- Ability to work collaboratively with faculty to enhance student wellness and achieve common goals
- Commitment to best practices in clinical nursing
- Commitment to meeting the needs of each child and family
- Experience using Magnus Health Portal preferred but not required

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION BY EMAIL:

- A cover letter describing your interest in the position with an overview of your background and experience
- A current resume

APPLICATIONS SHOULD BE SENT TO:

Hilary Gillcrist

Associate Director of Operations & Senior Administrative Assistant

— working@kingsley.org

***Electronic file names must be in the following format:**

- FirstName LastName CoverLetter Year
- FirstName LastName Resume Year