



Job Description

Job Title: School Nurse - Part Time
Department: Administration & Operations
Reports To: Health Services Nurse Manager
FLSA Status: Non Exempt
Date Prepared: July 2024 Revised November 2025

Position Summary

New England Innovation Academy seeks a motivated, resourceful, and flexible part-time School Nurse to join Health Services. The position requires compassion, professionalism, an entrepreneurial spirit and start-up mentality, and excellent interpersonal and relationship skills. The ideal candidate will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) with pediatric experience. This role is a shared role with our current part-time school nurse and responsibilities and work hours may need to be adjusted to meet the medical needs of boarding students. Availability to work weekday evenings, Monday through Friday, from approximately 4pm to 10pm. May be required to attend events and field trips with staff and students as needed. This is a part time position with a pay range of \$35 - \$42 hour.

The School Nurse provides direct care, first aid, triage, assessment and treatment of illness and injury on campus as needed. The School Nurse also provides healthcare education to students as required. The School Nurse acts as a liaison between school, home, and community to improve the overall health of students. Additionally, the School Nurse is responsible for emergency care, on-going health assessments, medical treatment and health counseling of students, and medication administration. The School Nurse helps to maintain school health records, and will help in the development of processes and protocols within the Health Services Department as requested.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Manages the health care needs of students, including medication administration and treatments as prescribed by a healthcare provider, and in accordance with Massachusetts Department of Public Health's regulations.
- Provides direct care, emergency care, first-aid services to students and staff on campus and/or in the dorms in the case of injury or sudden illness.
- Counsels students on how to establish, sustain and maintain a healthy lifestyle including topics such as hygiene, nutrition and disease prevention.
- Works with all staff members to shape and maintain a healthy and safe school environment. Works with the NEIA community to promote wellness.
- Communicates with parents regarding health care and medication needs, as directed.

- Work with Nurse Manager to develop and implement emergency care plans for students with severe health conditions. Respond to medical emergencies and provide appropriate care and support.
- Follows policies, procedures, and health care guidelines required of the school's Health Services Department.
- Recommends referrals to Health Services Nurse Manager (or designee) for intervention, treatment, and follow-through of health issues and medical conditions. Helps to identify social, emotional, and physical needs of students, as well as mental health and behavioral issues. Provides supportive services to students, as necessary.
- Reviews, updates, and maintains health records in the student database, Magnus.
- Maintains Health Services Department data and submits reports as required by the MA Department of Public Health. Records details of visits with students.
- Maintains comprehensive and confidential health records for students that are in compliance with state regulations.
- Stay current with best practices in school health services and attend relevant workshops, seminars, and training sessions arranged by NEIA.
- Maintain tracking reports as it pertains to control count of medication, absenteeism due to illness, etc. in incident reporting per NEIA's policy.
- Performs other duties and responsibilities as assigned and required by the position and the school.

Supervisory Responsibilities

- The part-time School Nurse does not supervise any other employees at NEIA.

Education and/or Experience

- Valid license to practice as a Registered Nurse or Licensed Practical Nurse in Massachusetts required.
- Associates degree in Nursing required. Bachelors preferred.
- Pediatric, emergency, or community health, or other relevant clinical nursing experience or residential/school nurse experience a plus.
- Current BLS Certificate.
- Must be able to pass background checks prior to hire.
- CPR/First Aid Certified.

Qualifications

- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Knowledge of federal, state and local school health guidelines and regulations, as well as record keeping and HIPAA laws.
- Outstanding interpersonal and communication skills which include a demonstrated ability to work effectively and collaboratively with students, staff and parents.
- Compassionate, warm, and caring demeanor with the ability to listen and be present.
- Ability to identify and problem solve in a timely manner. Uses empathy when dealing with emotional issues.
- Critical thinker.
- Bedside manner.
- Ability to share on-call responsibilities evenings and weekends.
- Ability to maintain confidentiality.

Physical Requirements & Work Environment

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Regularly lift and/or move up to 50lbs.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly, so listeners understand.
- Use hands and fingers for manipulation, use computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.
- Regularly exposed to blood/body fluids, infectious agents, and airborne pathogens.
- Frequently exposed to needles, syringes, and waste handling.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Part-time Nurse.

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>