



# NEW ENGLAND INNOVATION ACADEMY

## **Job Description**

Job Title: Nurse Manager  
Department: Health Office  
Reports To: Head of Community Life  
FLSA Status: Exempt  
Date Prepared: Updated August 2025

### **Position Summary**

The Nurse Manager creates and sustains the vision, direction, and implementation of health services for students at New England Innovation Academy. In addition, the Nurse Manager inspires students and works with colleagues in various academic and residential areas across grades 6-12 by serving as a thought partner and collaborator in the creation of the NEIA Wellness Center and other initiatives concerning student health and well-being.

The Nurse Manager oversees health services to provide first aid, nursing care, and healthcare education to students. The Nurse Manager acts as a liaison between school, home, and community to improve the overall health of students. Additionally, the Nurse Manager is responsible for emergency care, on-going health assessments, medical treatment and health counseling of students, medication administration, evaluation of individualized medication administration and healthcare plans, maintaining school health records, and assists in the prevention and control of illnesses including communicable diseases and other infections.

The position requires professionalism, an entrepreneurial spirit, excellent interpersonal and relationship skills. The Nurse Manager will lead in the development and management of processes and protocols to build on the established structure for NEIA's health services department.

The Nurse Manager is responsible for staffing, scheduling, budgeting, expenditures, inventory, medical record management, student appointments and transportation, management of required medical documentation from students, communication with parents on health-related issues and general nursing care of students. The Nurse Manager position is 40 hours per week and follows the academic calendar (starting in mid-August and ending the second week in June). The Nurse Manager is expected to participate in opening and closing faculty and staff meetings and update the student medical database in August. This position is fully benefits

eligible. The pay range for this full time position is \$85,000 - 95,000. Optional: Candidates interested in assisting with Auxiliary Summer Programs as the Onsite Summer Nurse that role would be compensated separately.

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:

- Provides direct age appropriate and culturally sensitive professional nursing care for a variety of acute and chronic conditions and injuries.
- Plans, develops, manages, and implements processes and procedures for the school's health services department to serve up to 200 students, day and boarding.
- Establishes all health care guidelines, policies, and procedures for the school in an effort to build structure in health services.
- Assists in developing the wellbeing curriculum with the Wellness Team, as needed.
- Develops care plans for each student in collaboration with the Wellness Team.
- Meets or exceeds all expectations as outlined in the Massachusetts "Professional Code of Conduct as a Registered Nurse".
- Complies with accepted ethical conduct and professional standards of nursing practice as set forth by the American Nurses Association.
- Manages and oversees the health care needs of students including medication administration in accordance with Massachusetts Department of Public Health's regulations.
- Maintains communication with parents regarding health care and medication needs.
- Initiates referrals to parents for intervention, treatment, and follow-through of health issues and medical conditions. Supports students' families seeking medical support, referrals, and counseling as needed.
- Reviews, updates, and maintains health records in the student database.
- Maintains health room 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.
- Oversees immunization process and/or clinics ensuring all students meet the minimum compliance standards.
- Provides emergency care and first-aid services to students and staff in the case of injury or sudden illness.
- Oversees all Massachusetts Department of Public Health mandated health screenings and activities.
- Aids in the prevention and control of communicable diseases through the development of programs to prevent the spread of illnesses and promote wellness.

- Counsels students on how to establish, sustain and maintain a healthy lifestyle as needed. Works with students on preventative healthcare measures.
- Works closely with all staff members to shape and maintain a healthy and safe school environment. Works closely with the NEIA community on proactive wellness strategies.
- Interprets student health needs and prepares first aid supplies for field trips to faculty/support staff as necessary.
- Assists School Counselors in identifying and meeting social, emotional, and physical needs of students, as well as mental health and behavioral issues. Provides supportive services to students, as necessary.
- Maintains BLS certification as CPR, First Aid and AED Instructor for the school.
- Partners with Chef Manager to manage the school's food allergen plan. Educates staff on Epi-Pen administration.
- Participates in the orientation and training of the teaching and residential staff on common medical and health-safety procedures.
- Follows protocols, guidance, and directives from the CDC, DPH, and DESE related to health and safety measures to keep NEIA's community safe.
- Engages in ongoing professional learning and development per the school's professional growth framework.
- Performs other duties and responsibilities as assigned and required by the position and the school.

### **Supervisory Responsibilities**

- The Nurse Manager supervises part-time or per diem Nurses at NEIA.

### **Education and/or Experience**

- Valid license to practice as a Registered Nurse in Massachusetts.
- Associates degree in Nursing required. Bachelors preferred.
- Valid MA DESE School Nurse license preferred.
- Understanding of the social, psychological, and physical development of children and adolescents.
- Ability to use and adapt to a wide array of technology as tools to support the Health and Wellness Program; familiarity with Magnus Health a plus.
- Child health, community health, or other relevant clinical nursing experience or residential/school nurse experience required.
- CPR, First Aid & AED Certified.
- BLS Certified Instructor.

### **Qualifications**

- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to create a welcoming and supportive community for a diverse student body.

- Knowledge of federal, state and local school health guidelines and regulations, as well as recording keeping and HIPAA laws.
- Compassionate, warm, and caring demeanor with the ability to listen and be present.
- Uphold the School's professional standards including punctuality, courtesy and discretion.
- Ability to identify and problem solve in a timely manner. Uses empathy when dealing with emotional issues. Ability to efficiently and effectively manage the time of self and others.
- Dedication to a high level of confidentiality.
- Strong written and verbal communication skills.
- Strong interpersonal skills and experience managing relationships with a wide variety of constituents.
- Demonstrated capacity to adjust to shifting priorities and work on multiple tasks simultaneously.
- Critical thinking skills.
- Strong attention to detail.
- Willingness to stay current in technology skills and to learn emerging technologies as needed.
- Ability to share on-call responsibilities evenings and weekends.
- Ability to maintain confidentiality.
- Must be able to adjust to the changing needs of the school environment and handle unexpected situations with a calm and adaptable approach.

### **Physical Requirements**

The physical demands described here are representative of 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 essential functions.

- Stand/sit for long periods of time.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around and 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, and 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.
- Occasional lifting, carrying, pushing and/or pulling.

**Work Environment**

- This job is performed under conditions with exposure to risk of injury and/or illness.

\* \* \*

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](mailto:careers@neiacademy.org) with the subject: Nurse Manager

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>