



Temporary School & Summer Camp Nurse

Mid March 2025 - End August 2025

Cambridge Montessori School is searching for a school nurse to assist our students throughout the school day during the current Nurse's parental leave. The students range from ages 18 months- 12 years old. The School Nurse hours are 8am-4pm, M-F. The Camp Nurse hours are 9am-4pm, M-F. Hours can be negotiated/ are flexible.

Qualifications:

- Must be a licensed RN with active licensure in the state of MA
- Bachelor's degree preferred, not required
- CPR, First Aid certified required; BLS certified preferred
- Minimum of 1 year experience in public health, community nurse, school health nursing, or pediatric nursing
- The ability to work effectively both independently and in a team environment
- Will be subject to CORI and fingerprint-based background check
- Must be available End of March- End of August (start date flexible)

Benefits and Pay

- Hourly rate negotiated based on experience
- Parking is provided
- Competitive benefits offered
- Receive school vacation week and most holidays off, including 1 week off in the summer that is planned at the time of hire

Specific Dates and Duties:

Late March - April 4th: Temp RN will work with the current RN to onboard and learn computer systems, students and workflow.

April 7th- June 13th: Temp RN will finish out the school year, following laid out instructions of end of year policies and procedures.

June 16th- 20th: Passport Summer Camp Orientation: Work with summer camp directors on camp health policies, maintain accurate and detailed medical records according to state standards for all campers participating. Lead staff medical orientation for camp counselors on health and safety policies for the summer program and supervise pre-planned CPR training.

June 23rd- August 15th: Passport Summer Camp. Work closely with camp directors and counselors throughout the summer camp season to create a safe and healthy environment for campers ages 2-11 years old. Many of the same expectations of the school year's job apply.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

Health Care

- Identifies specific medical needs relating to the particular health status of the student and facilitates appropriate management for the student in the school setting.
- Serves as a health advocate for the student through communication with parents, health care providers, and community agencies.
- Facilitates student immunization compliance per DPH regulations.
- Triage students and/or staff with injury or illness and provides appropriate nursing assessment, intervention and follow-up; refer the patient to home, pediatrician or the emergency room, as necessary.
- Administers medication in compliance with school policy and state regulations.

- Develops and maintains, when appropriate, an individualized health care plan for each student with documented health needs.
- Serves as an educator for students, and families regarding health issues.
- Consults with teachers regarding students' specific health issues that may impact learning.

Safety

- Educates and promotes compliance with universal precautions.
- Identifies unsafe conditions in the school setting and collaborates with the administration and school personnel towards resolution.
- Awareness and appreciation of a culturally diverse community including racial, ethnic, socioeconomic, sexual orientation, language and gender identity diversity.

Record Keeping/Reporting

- Maintains computerized medical records for each student enrolled including immunizations, allergies and health screenings.
- Prepares and submits all reports mandated by the Massachusetts Department of Public Health.
- Maintains adequate health room supplies through an online ordering system.

Communication and Professionalism

- Utilizes effective written, verbal, and nonverbal communication skills.
- Communicates with parents, school personnel, physicians, clinics, and agencies regarding student health issues when appropriate.
- Communicates and enforces school health policies to staff, and families.
- Identifies community resources for appropriate referrals.
- Maintains contemporary knowledge base to provide care to students and staff.
- Wears appropriate dress and abides by the Employee Handbook policy
- Performs all scheduled duties and responsibilities within expected time frames.



- Assists in classrooms, and areas outside of the health office when school is short staffed to provide appropriate adult to child ratios to promote a positive community environment and safety of all students.
- Must be able to navigate a multi-building campus in all weather conditions.
- Maintains a positive environment in the health room and in communication with students, parents, staff, agencies and administrators.

Contact information:

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