

School Nurse (Part-time)  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=252860>

Downloaded On: Apr. 2, 2025 2:35pm

Posted Feb. 10, 2025, set to expire Jun. 3, 2025

<b>Job Title</b>	School Nurse (Part-time)
<b>Department</b>	
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Feb. 10, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Health Services
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**Job Description**

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**JOB TITLE**

School Nurse (Part-time)

**LOCATION**

Worcester

**DEPARTMENT NAME**

Mass Academy

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Mass Academy seeks a part-time school nurse with knowledge and understanding of adolescent health and development, health management, and education to support our academic program. The school nurse will work with our school faculty and staff, as well as families and community partners, to help students thrive. Primary responsibilities include nursing services, health program management, and health education.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

This is a part-time position (16 hours per week), 10-months per year position. Hiring range is \$71,800 - \$89,800 prorated for this part-time position.

### **JOB DESCRIPTION**

#### Nursing Services:

- Develop and maintain individual health records for each student
- Review records of new students and notify the staff of health-related issues that would affect a student's education
- Oversee enforcement of local and state immunization regulations; review student immunization records to ensure compliance
- Develop Individual Healthcare Plans (IHP) for students presenting with significant health issues and share information with involved staff as needed and appropriate
- Oversee mandated screening programs (e.g., vision, hearing, SBIRT, BMI, growth and postural screenings) and make referrals to parents and/or physicians as appropriate
- Assume responsibility for the care of sick and injured in the school
- Confer with parents, students, and teachers on students' health problems and refer to outside resources and/or community health programs when appropriate
- Provide first aid to injured students and staff
- Monitor and administer medication in accordance with state law and school policies
- Manage the School-Based Medication Administration Program, consistent with the Regulations Governing the Administration of Prescription Medications in Public and Private \*Schools (105 CMR 210.000). Management and monitoring of this program entails registering school districts to permit school nurses to teach unlicensed personnel to administer medications
- Provide services as stated in student's Individual Educational Program, Individual Healthcare Plan, or 504 accommodation plan
- Participate in the health evaluation of special education/504 students at team meetings, annual reviews, and as requested by the director or 504 coordinator; serve as the physician's liaison and

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- interpret medical findings; assist parents in securing medical evaluations as needed
- Inform appropriate staff members of any student requiring a special program or classroom modification and assist in arranging for the proper facilities, equipment, programs, etc.
- Perform other related duties as assigned by the director

### Health Program Management:

- Observe school facilities and recommend modification to maintain optimum health and safety
- Ensure the school has an emergency plan which is communicated to personnel and students
- Report accidents promptly to school authorities; assist staff in completing/submitted Workers' Compensation/Accident and other reports as necessary
- Assist with the implementation of the school's attendance policy as requested (i.e., readmitting students to school after an illness, investigating attendance problems, etc.)
- Initiate referrals and assist with arrangements for home and hospital tutoring when needed
- Develop and implement an organized and comprehensive communicable disease prevention and infection control program based on current guidelines for universal precautions
- Follow current guidelines for the prevention of bloodborne pathogens exposure and hazardous medical waste disposal
- Collaborate with WPI departments, including Student Health Services, to ensure student and staff needs are met
- Collaborate with local schools as needed to support student health needs
- Serve as liaison to outside agencies (DDS, DMH, DCF, DPH)
- Advise on health supplies and equipment to be used in the schools; order supplies, materials and equipment, and dispense as needed
- Serve on various committees as appropriate.
- Submit periodic reports as required by the state and school administration

### Health Education:

- Deliver educational programming to students on identified health problems as needed
- Facilitate training of school personnel for universal precautions, first aid, emergency care procedures, and current health issues
- Provide health counseling to students
- Educate designated personnel (teachers, administrators, staff) as appropriate in management of

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- student's symptoms as they relate to diagnosis
- Serve on committees and/or advisory councils that relate to student and/or faculty health and safety issues
- Respond appropriately to health problems including child abuse and neglect, drug use and abuse, nutrition, adolescent pregnancy
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

### Requirements:

- Bachelor's degree in nursing from an accredited college or university required; Master's degree preferred.
- Massachusetts DESE licensure, or the ability to meet the licensure requirements, required.
- Must hold a Massachusetts Registered Nurse (RN) License and have a current CPR/AED certification;
- Minimum of two (2) years of experience in community health, school nursing, pediatric nursing, or a related field of nursing;
- Ability to develop effective working relationships with students, staff, and parents;
- Ability to document (written & electronic documentation) and communicate effectively;
- Commitment to self-assessment and professional improvement;
- Ideal candidates will embody Mass Academy's mission and core values. Ability to work collaboratively required.

Please submit a cover letter and resume for consideration.

### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

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**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/School-Nurse--Part-time-\\_R0003077](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/School-Nurse--Part-time-_R0003077)

**About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

**Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Worcester Polytechnic Institute

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