



The Putney School
Employment Opportunity

Afternoon Shift Registered Nurse
Health Services Department

Position Summary

This part-time nurse is responsible for clinical staff nursing duties for The Putney School students between 2:00 pm and 6:00 pm, Monday through Friday, as well as a monthly weekend on-call rotation. This professional nursing position will be an integral part of a team that is responsible for planning, implementing, coordinating and evaluating school health services.

Essential Responsibilities

- Manage care for sick or injured students in need of nursing intervention
- Staff the Health Services office for a regularly scheduled 20 hours per week, plus weekend rotations (detailed below)
- Cover one weekend “on-call” a month (Friday evening to Sunday evening), including office hours Saturday and Sunday mornings (6 hours, total)

Generally:

- Identify the health care needs of students
- Plan and implement services to meet those health care needs
- Assess and evaluate the effectiveness of the services provided
- Maintain accurate documentation of all ongoing aspects of care
- Communicate effectively with all colleagues, students and families
- Collaborate effectively with school personnel and parents
- Serve as a health resource for students and families

Education and/or Experience

Registered nurse, currently licensed in Vermont in good standing

Working Conditions

This is a salaried, academic-year position with significant holidays and vacations. The part-time nurse will have responsibilities while students are on campus during the academic year as well as an option to work during the six weeks of Summer Programs. In addition, further per-diem work during busy times may be possible.

Starting Date: Immediately

Application Deadline: Posted until filled

Qualified applicants should submit electronically a letter of interest, a curriculum vitae, and names and contact information for three references to sdunbar@putneyschool.org with the subject heading: PM Shift Nurse.

For more information, email sdunbar@putneyschool.org.