



POSITION AVAILABLE
Per Diem School Nurse
THE PUTNEY SCHOOL

The Putney School is seeking a **Per Diem School Nurse** for the 2024-25 School Year. The Per Diem School Nurse is a part-time Academic-Year Position (plus 2 weeks during summer) working in the School's Health Services Office. The position helps meet the emotional and physical needs of a diverse student and parent body while also maximizing the quantity and quality of school time by reducing the incidence of health problems that impair or prevent learning.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

Responsibilities:

- Staff the Health Services Office during center hours on a part-time/per diem basis (schedule to be discussed/determined based on availability and school needs).
- Manage care for sick or injured students, within scope of practice, in coordination with Health Services staff.
- Administer prescriptions, over-the-counter medications, and immune support to students as ordered by a licensed physician.
- Provide on-call coverage during assigned rotation, which includes phone triage, in-person assessment as needed, ER trips as needed, and medical supervision overnight as needed with students who require health monitoring.
- Maintain accurate documentation and appropriate confidentiality regarding all ongoing aspects of care.
- Serve as a liaison between school personnel, family, community, and health care providers.
- Serve as a health resource for students, families, and Putney personnel.
- Assist with the administration of the health services office; other duties as assigned.

Qualifications:

- Must possess a Vermont RN or LPN license, plus current certifications in BLS and CPR.
- Must possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.
- Computer literacy and the ability to navigate electronic medical records is required.
- Three or more years of school nursing, primary care, and/or emergency department experience is preferred.
- The ideal candidate will possess exceptional organizational skills and attention to detail, the ability to multitask and prioritize workload, a positive and warm bedside manner, and strong communication and interpersonal skills.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org. We will continue reviewing applications until the position is filled.