



POSITION AVAILABLE **Part-Time Medical Assistant** **THE PUTNEY SCHOOL**

The Putney School is seeking a **part-time Certified Medical Assistant (CMA) or Licensed Nursing Assistant (LNA)** for the 2025-26 School Year. This is an Academic-Year Position (plus one week during summer break) 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. Depending on the date of hire, the opportunity for training over the summer is a possibility.

About The Putney School: Putney is a progressive boarding school for 225 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 on a part-time basis (schedule to be determined based on availability and school needs).
- Assist in managing care for sick or injured students, within scope of practice, in coordination with nursing staff.
- Administer prescriptions, over-the-counter medications, and immune support to students as ordered by a licensed provider and under the supervision of nursing staff.
- Maintain accurate documentation and appropriate confidentiality regarding all ongoing aspects of care.
- Assist with identifying the health care needs of students, planning and implementing services to meet those needs, and assessing and evaluating the effectiveness of the services provided.
- 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 CMA/LNA certification, plus current certifications in BLS/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.
- Three or more years of experience in a medical assistant role, preferably in primary care or a school setting; experience in sports medicine would be an asset.
- Computer literacy and the ability to navigate electronic medical records is required.
- 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.