



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:	Academy Nurse	Contact:	jobs@montverde.org
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Job Description: The Academy Nurse provides health services to assist students in achieving and/or maintaining optimal health through education, examinations, and guidance. Provides skilled nursing care and first aid to students. This role is a full time, 11-month position, working from 7am – 3:30pm.

- Responsibilities:**
- Examine and assess patients to determine proper course of care.
 - Assess and evaluate the health and developmental status of student for the purpose of identifying physical disorders and other factors affecting the learning process, communicating with the primary care provider.
 - Collaborate with the Infirmary Administrative Assistant to make sure that all boarding students have proper health care insurance.
 - Order medical supplies for the clinic and assemble first aid kits for the dorms and for summer camp.
 - Provide training to our faculty and staff for any needed classroom accommodations.
 - Maintain an open line of communication with the athletic training staff about student athletes going to the doctor, injury rehabilitation, treatments, etc.
 - Communicate with the attendance clerks from each of the Divisions when students are going to a doctor’s appointment, and when they are in the infirmary during class time.
 - Give a weekly report of student’s health issues to the Wellness Committee, which includes the Director of Residential Life, and inform the Dean of the Division immediately of any major health issues with any students.
 - Correspond with parents/guardians regarding health needs of students.
 - Communicate student nurse visits to parents/guardians clearly and in a timely fashion.
 - Implement and follow-up on all health-related incident reports.
 - Collaborate with the Infirmary Administrative Assistant to coordinate with Business Office for student billing as needed (co-pays, office visits, etc.)
 - Adhere to current school health policies, procedures and essential expectations.
 - Serve as a resource person on health issues and medical accommodation plans.
 - Initiate program changes and improvements as needed and only as approved by the Head of School and Associate Dean of the Upper School.
 - Collaborate with Infirmary Administrative Assistant to evaluate and maintain proper records in order to comply with school and legal requirements.
 - Lead Professional development sessions for school personnel on health related issues.
 - Serve on a rotation as the Nurse on Duty (NOD) during evenings and weekends, responding to phone calls and messages from the Administrator on Duty in relation to student health issues.
- Skills and Qualifications:**
- School nurse must be a certified Registered Nurse with at least three years’ experience, preferably in a child health, community health or school setting.
 - Must be proficient with Microsoft Office and should have current certifications in CPR (including certification to be CPR instructor), AED and Bloodborne Pathogens.
 - Should be able to relate to children.
 - Must be professional, able to maintain confidentiality, and be approachable.

- Proven success working collaboratively with colleagues, parents, and community leaders.
- Excellent oral and written communication skills.
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Detail oriented and resourceful.
- Strong work ethic and high level of integrity.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.