



## ABOUT JCDS

JCDS, Boston's Jewish Community Day School, is committed to serving families across a wide spectrum of belief and practice. The school has several hallmarks: Hebrew and English spoken throughout the day; Jewish and General studies integrated in many areas; a commitment to creative, academic excellence; and living a joyful Jewish life in a welcoming community. JCDS was founded in 1995 and serves students in grades K-8. We encourage everyone in our community to approach life with a growth mindset. We value our professional staff and invest in their ongoing development. Our professional community is rooted in collaboration, generosity of spirit, and a passion for our mission. JCDS is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.

## POSITION SUMMARY

JCDS is seeking a **PT School Nurse** to work 20 hours per week, Monday through Thursday, to begin as soon as possible and work through June. There will be occasional work over the summer in preparation for the upcoming school year. The nurse will work with one other part-time nurse to provide services to students in grades K-8 and deliver care as needed, administer daily medications, and handle all day-to-day functions in the nursing office. This is a position from September through June, with some days required over the summer.

## KEY RESPONSIBILITIES AND DUTIES

- Along with our other part-time nurse, collect and organize student health records in preparation for the new school year.
- Utilize **Magnus Health System** and **Veracross** databases to manage student health information.
- Dispense prescription medications to students in accordance with physician instructions.
- Provide treatment for minor injuries and illnesses during school hours.
- Communicate with parents when students are ill or injured.
- Collaborate with the **Health and Wellness Team** to develop policies and educational initiatives that support middle school health programming.
- Administer first aid and CPR when necessary.

## STATUS

Position is part-time, 20 hours per week, Mon.-Thu., 12-5pm. Additional hours may be needed for field trips or special circumstances.

## QUALIFICATIONS

**Education:** Bachelor of Science in Nursing (BSN), LPN, or RN Licensure required

**Experience:** 1-2 years of nursing experience/school nursing experience preferred. Familiarity with Magnus Health is a plus, CPR Certification Required. The following online courses must be taken prior to starting this position. These are required by the State of Massachusetts for all School Nurses who will be administering and/or delegating the administration of any medications (OTC or prescription).

- **Foundations of School Nursing Practice**
- **An Introduction to Medication Administration and Delegation in MA Schools**

## **SKILLS**

- Strong verbal and written **communication skills** to interact effectively with students, parents, faculty, and staff
- Excellent **problem-solving and adaptability** to respond to a variety of health situations with sound decision-making.
- Ability to build **positive rapport with middle school students**.
- Dedication to creating an **inclusive, safe, and supportive environment** for all students.

## **TO APPLY:**

**Please submit a cover letter and resume to [jobs@jcdsboston.org](mailto:jobs@jcdsboston.org), placing the title of “School Nurse” in the subject line.**

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