



**Substitute School Nurse (Per Diem)  
Position Available: Glen Urquhart School**

**Description:** Glen Urquhart School (GUS) is a PK-8 independent day school in Beverly Farms, Massachusetts on Boston's North Shore. The *Per Diem* Nurse provides nursing services, first aid, illness assessment, and health maintenance to students Monday through Friday, 8:00 am to 4:00 pm. This is a per diem position, \$130/day.

**Qualifications:** Candidates must have BSN, with a minimum of five years of supervised nursing experience, maintain a current Massachusetts RN license, and maintain certifications in CPR and First Aid. We seek a motivated, resourceful, and flexible nurse with excellent judgment and interpersonal skills who understands the health needs of children and who can work in a cooperative environment with minimal medical supervision. Candidates must be team players and possess strong oral and written communication skills. The ability to work efficiently, quickly, and accurately is vital. Comfort with Microsoft Office applications and email programs and the willingness to learn internal medical records software are required.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Providing nursing services for sick or injured students during school hours
- Providing first aid, illness assessment, and health maintenance for students
- Administering daily prescription and PRN medication according to the Massachusetts Department of Public Health Medication Administration guidelines.
- Communicating with parents/faculty/staff/advisors about student illnesses and care plans
- Developing health care plans with interventions and goals in accordance with school nursing practice with the full-time nurse and/or the school's Health Care Consultant.
- Maintaining accurate documentation of individual student visits to the Health Office
- Providing for the physical safety of the school community by monitoring immunizations, screening for infectious diseases, and reporting diseases as required by law
- Acting as a resource in health education to school personnel, students and families; providing health education support as needed
- Identifying students who exhibit health or emotional needs and providing health education and crisis intervention as needed

Interested candidates should send a cover letter, resume, and list of three references via email with the subject line "Substitute School Nurse" to [gusjobs@gus.org](mailto:gusjobs@gus.org)

**Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915**

*Glen Urquhart School provides equal employment opportunity to qualified individuals without regard to race, color, creed, gender, gender identity, sexual orientation, age, national origin or any other unlawful criteria and abides by applicable laws and regulations.*