



HEWITT

Job Title: School Nurse
Department: Student Support
FLSA Status: Exempt
The Hewitt School - New York, NY

POSITION SUMMARY

Established in 1920, The Hewitt School empowers girls to discover their full intellectual and creative abilities, to pursue their passions and personal best, and to lead lives of consequence with character, compassion, and conviction. Located on New York City's Upper East Side, Hewitt is an independent school serving girls in grades K through 12. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

To provide primary health and emergency care to students and staff, promote wellness and serve as a resource for health-related matters in the school setting.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To be performed in a manner consistent with professional standards, the New York State Nurse Practice Act, state regulations, and Hewitt School policy.

- Uses the nursing process to assess the health needs of students.
- Administers medications and treatments as ordered.
- Provides routine treatment, monitoring, and care of students.
- Implements first aid measures when needed.
- Maintains health forms and immunization records in Magnus Health, an online electronic records system.
- Serves as a liaison between the school, home, and the medical community regarding student health concerns.
- Supplies nurse's office, first aid kits, and classroom first aid supplies.
- Prepares documentation and supplies to accompany day and overnight trips.
- Participates as a member of The Hewitt School's Emergency Management Team.

QUALIFICATIONS REQUIRED

- Current New York State RN license.
- Current CPR/AED certification.
- Minimum of three to five years of nursing experience in pediatric, primary care, community or school nursing.
- Proficiency in MS Office or Google Suite, health record keeping and related database software.

QUALIFICATIONS DESIRED

- Prior experience in school nursing.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The successful candidate for this position must be able to provide employment references, successfully complete a post-offer background check (criminal background check and verification of education and prior employment), submit a completed physical exam by a licensed medical practitioner stating they are able to perform the essential functions of the position, and demonstrate legal work authorization to work in the United States.

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.