

Job Title: Nurse
Reports To: Director of Campus Services
FLSA: Full time, Exempt, Union Represented
Start Date: TBD

Who are we?

Ethical Culture Fieldston School is a progressive PreK-12 independent school that has been serving students from throughout New York City and the surrounding suburbs since 1878. ECFS offers a rich curriculum in the arts, sciences, and humanities. A co-ed, nonsectarian school, it serves a diverse community of about 1,700 students on two campuses - one in the Riverdale section of the Bronx, and the other in Manhattan.

What is essential about working at our school?

The Ethical Culture Fieldston School has a long history of equity and inclusion deeply rooted in our mission and the educational philosophy of our founder, Felix Adler. We embrace diversity of ancestry, family, identity, culture, and belief and seek a student body and faculty that reflect the pluralism and socio-economic diversity of metropolitan New York. We affirm both our differences and commonalities, and strive to balance individuality and community. In keeping with our progressive tradition, we are dedicated to increasing our students' cultural literacy to help them understand multiple perspectives, and see the world beyond the self. We expect members of our community to engage in open dialogue about living and learning in a diverse environment inside and outside the classroom. We see this work, with its creative tensions, as a catalyst for individual and collective growth. On a daily basis, we are committed to making this vision of a democratic, pluralistic and progressive school a reality.

We are looking for passionate educators to join our community who are committed to progressive education, who consider ethics to be at the core of their work with students and colleagues, and who will contribute to the academic success of all of our students.

The ideal candidate is knowledgeable of best practices and will comply with established procedures and protocols in caring for students with chronic and acute illness, as well as injuries and illnesses that arise during the school day. In addition, the nurse will communicate as needed with families, administrative staff, school psychologists, athletic trainers, registered dietitians, and fellow nurses.

Responsibilities:

- Provide routine and emergency treatment, monitoring, and care of student-patients in the nurse's office and adjacent isolation rooms;
- Administer routine and emergency medications to students with comprehensive documentation;
- Maintain and review virtual health forms, including physicals, eye examinations, consent forms, and immunization records;
- Communicate pertinent medical and health information to families;
- Assess student health concerns on an individual and building-wide basis, and deliver medical care, intervention, and community education as needed;
- Refer students and families for appropriate follow-up medical care and continue to partner with families on ongoing issues;
- Prepare documentation and supplies to accompany day and overnight trips;
- Oversee medical emergency response protocols;
- Ensure compliance with established procedures and protocols, including the relevant COVID-19 guidelines;

- Understand ACS reporting requirements and processes;
- Provide ongoing support and direction to the onsite Medical Technician;
- Administrative work including maintaining nursing office supplies, answering phone calls and emails, maintaining paperwork and treatment/clinical notes, and communicating with the Main Office on attendance matters;

Qualifications:

- 3-5 years of nursing experience, preferably in school nursing;
- Experience with electronic health records management systems;
- Exceptional communication skills;
- An appreciation for the uniqueness of 4 to 11-year-olds.

Required:

- Current New York State RN License;
- Current certification in AHA or equivalent CPR/AED;
- BSN nursing degree from accredited college or university;
- Strong clinical assessment and treatment skills.

How to apply:

To be considered for the above-mentioned position, please submit the following 3 items: a letter of interest, a resume, and email and phone contact information for three professional references to the ECFS employment portal. At least one of the references must be a current or former supervisor. Please generate all documents in one MS Word or a converted .pdf file. Complete applications must be submitted in the employment portal to be considered. Incomplete and late applications will not be reviewed. Please do not contact the school.

EEO

ECFS is an equal opportunity employer. Our goal is to be a diverse community of professionals that broadly reflects the people of the metropolitan New York City area, our students, and families. We aim to align our hiring process with our mission and institutional goals. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion or religious practices, sex, gender identity or expression, sexual orientation, citizenship status, national origin, age, ability status, military status, unemployment status or any other category protected by applicable local, state, or federal laws. ECFS takes affirmative action in support of its policy to employ and advance all qualified candidates.