



POSITION AVAILABLE  
**School Nurse (full-time or part-time)**  
THE PUTNEY SCHOOL

The Putney School is seeking a **full-time or part-time School Nurse** to begin work as soon as possible. The School Nurse is an Academic-Year Position (plus one week during summer) working in the School's Health Services Office. The position helps meet the emotional and physical needs of a diverse student and parent body while also maximizing the quantity and quality of school time by reducing the incidence of health problems that impair or prevent learning.

**About The Putney School:** Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

**Responsibilities:**

- Staff the Health Services Office during center hours on a part-time or full-time basis (schedule to be discussed/determined based on availability and school needs).
- Manage care for sick or injured students, within scope of practice, in coordination with Health Services staff.
- Administer prescriptions, over-the-counter medications, and immune support to students as ordered by a licensed physician.
- Maintain accurate documentation and appropriate confidentiality regarding all ongoing aspects of care.
- Identify the health care needs of students, plan and implement services to meet those needs, and assess and evaluate the effectiveness of the services provided.
- Provide on-call coverage on occasion when needed, which includes phone triage, in-person assessment as needed, ER trips as needed, and medical supervision overnight as needed with students who require health monitoring.
- Serve as a liaison between school personnel, family, community, and health care providers.
- Serve as a health resource for students, families, and Putney personnel.
- Assist with the administration of the health services office; other duties as assigned.

**Benefits:**

- Competitive compensation depending on experience.
- Health benefits, life and disability insurance, paid vacation, and 403(b) retirement plan contributions are available for full-time employees.
- Annual professional development opportunities.

**Qualifications:**

- Must possess a Vermont RN or LPN license, plus current certifications in BLS and CPR.
- Must possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.
- Three or more years of nursing, primary care, and/or emergency department experience is required; experience in sports medicine is preferred.



POSITION AVAILABLE  
**School Nurse (full-time or part-time)**  
THE PUTNEY SCHOOL

- Computer literacy and the ability to navigate electronic medical records is required.
- The ideal candidate will possess exceptional organizational skills and attention to detail, the ability to multitask and prioritize workload, a positive and warm bedside manner, and strong communication and interpersonal skills.

**How to Apply:** Please submit a cover letter and resume via email to [employment@putneyschool.org](mailto:employment@putneyschool.org). We will continue reviewing applications until the position is filled.