Montclair Kimberley Academy
Primary School Nurse

Montclair Kimberley Academy, an innovative PK–12 independent day school with a strong national reputation and seeks a Primary School Nurse for the 2023-2024 school year. This position will report to the Tri-Campus Nursing Supervisor.

MKAs challenging, engaging, and innovative academic program provides a vibrant and transformative education. Our faculty and staff’s deep and genuine understanding of our students as individuals and as learners foster their ethical development, intellectual growth, and personal success. MKA’s diverse, collaborative, and inclusive community inspires students to lead noble character, purpose, and distinction lives. As guided by its Strategic Plan, MKA is committed to promoting multicultural education grounded in equality, anti-bias education, and social justice. Multicultural education is a process of inquiry, reflection, and engagement that honors students’ narratives, provides a safe environment to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community, and society. We seek candidates who share our commitment to this process.

The main duties of the Primary School Nurse are to administer first aid and nursing support to Primary School students, dispense medication and specialized medical treatment to students, ensure compliance with the New Jersey Department of Health requirements, and maintain the confidentiality of all student information.

Primary School has 220 students from Pre-Kindergarten through to 3rd Grade. Nursing services for this position are provided through the Essex Regional Services Commission, and interested candidates would be employed by ERSC.

Responsibilities of the Primary School Nurse include:

- Ensuring families are in compliance with student health policies requiring full health backgrounds, annual physicals, and completed vaccination records;
- Maintaining accurate records in the school’s student health information (Magnus Health);
- Complying with all New Jersey Department of Health requirements, including but not limited to maintaining health records in the required format, reporting on student immunization status, and performing mandated screenings as required;
- Monitoring students that come into the nurse’s office due to illness and/or injury and attending to their immediate health care concerns;
- Implementing and maintaining Health Care Plans for students with health care problems;
- Providing care to students with chronic illness and at high risk (e.g., allergies, seizures, asthma, diabetes);
- Proactively communicating with parents and colleagues (when appropriate), regarding any emergent student health issues;
- Liaise closely with the Administration to ensure sharing of student information when necessary, including information on student injuries, treatment notes, and required clearances;
● Providing regular updates to the Director of Nursing;
● Working closely with the school counselor(s) and other appropriate school staff members in support of students;
● Providing health information on students, medical kits, and other information as needed for all school trips.

Candidates must have the following qualifications:

● Qualified to practice as a registered nurse in the state of New Jersey.
● Maintain current CPR certification.
● Have at least two (2) years of nursing experience, preferably in a school or pediatric setting.

Please email a letter of interest and résumé to Cristina Junquera, Executive Assistant to the Head of School, at cjunquera@mka.org. We will continue reviewing candidate files until the job is filled.

MKAs policy is to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.