

**St. Mary's Academy
Employment Posting for Faculty**

Job Position: School Nurse

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a School Nurse to serve as a Manager of the Health and Wellness Hub. This full-time, 12-month, exempt position reports to the Director of Programs. There is a flexible start date beginning in mid-May 2026. The ideal candidate will quickly establish positive and trusted relationships with students, staff, and parents while promoting healthy habits. Additionally, this position leads efforts to strengthen and build prevention as well as health and wellness programs.

Through regular conversations with SMA administration, St. Mary's Academy staff learn and understand their job responsibilities. It has been a hallmark of staff throughout the history of SMA that their work goes beyond the classroom and includes not only the academic preparation of the student, but also the emotional, social and spiritual development of students. Additionally, staff at St. Mary's Academy are enthusiastic and energetic and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, staff members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

Major Duties and Responsibilities:

- Perform hearing, vision, and other health screenings
- Provide acute and emergency care
- Develop and implement individual Health Care Plans (IHPs) for students with ongoing conditions
- Administer medications per provider orders
- Consult with teachers, school administrators and other school staff regarding student care
- Maintain and manage student health records, including immunizations, medications, and care plans
- Provide health planning and support for overnight and extended school trips

- Ensure compliance to health regulations, state law and public health department policies
- Participate as active members of school special education and safety teams
- Educate and train staff on: CPR, asthma, life threatening allergies, diabetes, and blood pathogens health procedures
- Promote health habits in our school community
- Train and delegate unlicensed assistive personnel
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy.

This position is also responsible for a variety of duties and tasks throughout the day; the Head of School will make these assignments and share them with staff. These tasks and assignments change as needs of the community are determined.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's or Associate's degree required
- Minimum of two (2) years of experience in healthcare, working with school-aged children, or a combination of both
- Must complete training for medication administration, CPR, and First Aide within one month of hire
- Experience in emergency management to include the use of Epi Pens, inhalers, and other life saving tools
- Familiarity in managing and compliance to Children's Hospital school-based standards a plus
- Ability to assess situation and act quickly
- Ability to connect and communicate effectively with students, staff, and parents
- A sense of resonance with the St. Mary's Academy mission

Salary/Benefits:

The salary range for this full-time, exempt position is \$65,000.00 - \$75,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development. In addition to paid holidays, this position is eligible to accrue 20 days of additional paid vacation annually.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. The position closes on April 8, 2026.