

## **POSITION POSTING LEAD NURSE**

2026-2027 School Year

### **OUR SCHOOL**

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

### **POSITION SUMMARY**

The Governor's Academy is seeking a competent, hard-working and eager Registered Nurse (RN) in the position of Lead Nurse during the academic year. This individual will provide skilled healthcare for both day and boarding students in a manner that is consistent with current professional nursing practice standards and the policies and procedures of the Duncan Health Center, with a focus on promoting both the physical and emotional health of students in a professional, confidential, respectful and caring manner. The RN reports to the director of the health center.

Non-Exempt, Hourly, Essential Personnel

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Responsible for episodic care and ongoing maintenance of student health needs, including but not limited to management of medications, acute and chronic illnesses, injuries, and preventive care
- Delivers culturally competent care to students per Duncan Health Center policies, procedures, and guidelines
- Identifies and treats health disorders of students according to the standing orders, recognizing and referring to a higher level of care when appropriate
- Communicates effectively with other members of the nursing staff, school counselors, athletic trainers, faculty, school administrators, and students' family
- Maintains accurate and thorough student medical records consistent with the policies and procedures of the Duncan Health Center.
- Upholds appropriate confidentiality and professionalism towards students, their families, faculty, staff, and all others involved with the health and well-being of the student.
- Administers medications in a safe manner according to the 5 Rights of Administration and consistent with the policies and procedures of the Duncan Health Center.
- Proficient in administering vaccines and documents appropriately per school and state guidelines.
- Counsels students and facilitates responsible decision-making around adolescent-specific risk behaviors, such as drug and alcohol use, pregnancy prevention, and sexually transmitted infections

- Understands the importance of supporting students' mental health needs and is able to provide an appropriate level of care within the Duncan Health Center, making referrals to the Counseling Office when needed
- Supports and enforces infection control and safety policies and procedures.
- Is familiar with protocol and procedures for medical emergencies, and holds current CPR certification.
- Able to work independently and utilizes good decision-making skills.
- Is flexible in meeting the needs of the Health Center and recognizes that the position involves duties not solely confined to nursing activities.
- Other duties and special projects, as assigned.
- Must be prompt and efficient with minimal absences.
- Maintains valid and current Massachusetts Nursing License in good standing and meets Continuing Education Requirements.

### **Additional Duties Specific to the Lead Nurse**

- Serves as the Backup Coordinator for the Vaccine For Children (VFC) state immunization program, ensuring proper documentation is maintained for all vaccinations, refrigerator temperature logs are uploaded monthly into the online database, and all necessary training per state policy is up to date.
- Takes inventory of supplies, tracks expiration dates, and orders and properly stocks items, prepares for upcoming or anticipated needs, i.e. flu season, seasonal allergies
- Performs quality control measures and calibrations for in-office testing
- In collaboration with the Environmental, Health, and Safety Manager, ensures CPR training supplies and AEDs are properly maintained throughout the year
- Provides new nurse orientation and training
- Ensures nursing reference manuals and other resources are updated
- Reviews student health forms over the summer months and ensure medical records are up to date prior to the start of school
- Provides opening of school duties including but not limited to registration events, and employee trainings on CPR, EpiPen administration and medication delegation

### **QUALIFICATIONS**

- Registered Nurse (R.N.) with valid Massachusetts Nursing License; must hold current CPR certification.
- At least 5 years of work experience as a Registered Nurse, with prior experience working at a school strongly preferred
- Ability to work independently and as part of a team
- Critical thinking, excelling in problem-solving and multitasking
- Excellent communication skills, both written and verbal
- Prior experience with specimen collection for point-of-care CLIA waived testing
- Proficient computer skills using applications such as Google Drive and Microsoft Office, as well as creating and maintaining complete, accurate, and legible electronic medical records
- Empathetic demeanor that fosters a welcoming nature and conveys enjoyment in working with young people in a boarding school environment
- Commitment to working in a diverse community and having the ability to communicate effectively with diverse populations;

- Must successfully complete criminal background check

### **SALARY RANGE**

\$40.00 - \$50.00 per hour. Please note that the quoted salary range is not a guarantee of what the final salary offer might be. Variables include years of work experience, industry-specific experience, education level, etc.

### **SHIFTS AVAILABLE**

- Monday - Friday day shift during the academic year (end of August - beginning of June), 7:30 am - 3:30 pm
- Remote summer hours as needed for student health form review

To apply for the Lead Nurse position, please click [here](#).

### **STATEMENT OF SCHOOL VALUES**

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy are based on merit, qualifications, and skills.

The Academy is committed to a policy of non-discrimination for all employees and qualified applicants and strives to promote equity in all areas of employment. The Academy is committed to ensuring that employment decisions are made without regard to race (including traits historically associated with race, such as protective hairstyles), color, sex, pregnancy, childbirth or related medical conditions, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service, genetic information, or any other characteristic protected by applicable law ("Protected Characteristics"). The Academy will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

This commitment is evident in all aspects of our employment practices and policies, including recruiting, hiring, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Any employees or qualified applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an individual for making a good faith report of discrimination is unlawful and is strictly prohibited by the Academy. Anyone found to be engaging in any type of unlawful discrimination or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

