CARDIGAN MOUNTAIN SCHOOL

Director of Health Services

Overview

Cardigan Mountain School is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The school seeks to employ individuals who will share our commitment to supporting the school's mission: "To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society." The school offers competitive salaries and benefits in a rewarding work environment defined by the strength of our community and our Core Values: compassion, integrity, respect and courage.

Position Summary

Cardigan Mountain School seeks an experienced, compassionate Director of Health Services to provide clinical leadership and operational oversight of the Hamilton Family Foundation Student Health Center. The Director ensures high-quality, student-centered care for middle school boys in a residential school environment; supervises health services personnel; and maintains safe, effective operations consistent with applicable healthcare regulations. The Director works closely with school leadership, the Medical Director, counselors, families, and outside healthcare providers.

Essential Responsibilities

Clinical Care and Student Wellness

- Oversee assessment, treatment, follow-up, medication administration, chronic condition management, and individualized student health plans.
- Coordinate medical referrals, emergency care, overnight observation, and appropriate care for students.
- Partner with counselors and school leadership on mental health crises, medical leaves, and return-to-school planning.
- Assess the school's capacity to meet individual student health needs and advise school leadership on appropriate care, medical leave, and return-to-school decisions.

Personnel and Department Leadership

- Recruit, supervise, evaluate, and develop nursing and assigned health services staff; promote a collaborative, accountable team culture.
- Manage schedules and staffing to ensure appropriate coverage for a residential program, including evenings, weekends, and overnight care when needed.
- Provide clinical guidance and direct nursing care or emergency coverage as needed.

Compliance, Safety, and Quality Improvement

- Ensure the Health Center maintains compliance with applicable federal and New Hampshire laws, healthcare licensing requirements, and clinical standards, including oversight of regulatory inspections and corrective action plans.
- Oversee clinical policies, confidential health records, incident reporting, medication safety, inspection readiness, and quality improvement.
- Maintain applicable OSHA protections, including bloodborne pathogen precautions, exposure control, hazardous materials procedures, and personal protective equipment.
- Lead communicable disease prevention and response, medical emergency preparedness, and coordination with public health and emergency services.

Health Center Operations

- Oversee daily Health Center operations, medical supplies and equipment, electronic health records, and required student health documentation.
- Manage the departmental budget and relationships with physicians, pharmacies, hospitals, and other providers.
- Use data and appropriate technology to improve efficiency, communication, and the quality of care; provide operational updates to school leadership.

Required Qualifications

- Current, unrestricted New Hampshire RN license, or eligibility to obtain one before employment; current CPR/BLS certification.
- At least five years of clinical nursing experience, preferably in pediatric, adolescent, emergency, or school-based care.
- Demonstrated clinical supervision or healthcare management experience, strong organizational skills, and sound judgment under pressure.
- Knowledge of clinical risk management, infection prevention, medication safety, confidentiality, and regulatory compliance.
- Excellent communication skills and ability to collaborate effectively with students, families, colleagues, and healthcare professionals.

Preferred Qualifications

BSN or advanced degree in nursing, healthcare administration, or a related field; experience in an independent or boarding school; familiarity with New Hampshire health facility licensing and regulatory inspections; experience with adolescent mental health, quality improvement, and electronic health records.

THE PROCESS

If interested in this position, please send a resume and letter of interest to Assistant Head of School and Dean of Faculty Joe Doherty. We will be reviewing resumes on an ongoing basis, working to fill the available position.

Cardigan Mountain School is an equal opportunity employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law. Cardigan Mountain School is a close-knit community committed to building a culture of equity and belonging in which all members are safe and supported to be themselves. We welcome, include, and appreciate the unique contributions of each member and are committed to confronting biases, addressing the impact of privilege on academic outcomes, and making the Cardigan experience more accessible to boys and families. The school is dedicated to meeting each boy where he is and providing support for all to learn and grow as they prepare for their next step beyond The Point.

CONTACT

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