



The Woods Academy in Bethesda, Maryland, is seeking a fill the position of School Nurse. The Woods Academy is an inclusive Catholic community preparing boys and girls to lead lives of significance. The school serves approximately 300 students in the Washington DC metro area including Montgomery County Maryland, Northern Virginia and the District of Columbia.

The Woods is where children come to discover their talents, grow in their faith, challenge themselves and foster a strong desire to lead lives of significance. The school provides a comprehensive education for children age three to grade 8 with strong academics, a daily world language program, hand-on technology instruction and a well-rounded arts program, all conducted in a small classroom setting. The Woods is accredited by Middle State and the Association of Independent Maryland Schools with additional accreditation from the American Montessori Society for pre-school and kindergarten.

The School Nurse position is a full-time 10-month position. The ideal candidate must be able to integrate knowledge, skills and clinical experience to meet the health and wellness needs of our students and the faculty/staff community. As a member of the front office staff, the candidate will also represent the school, serve as first point of contact for greeting parents, students, visitors and staff.

**School Nurse Responsibilities include:**

- Review students' health profiles including all prescription medications.
- Provide health and first aid screenings and evaluation of symptoms regarding injury and illness including communication with teachers and parents.
- Meet clinical health needs of the student body and staff with regard to basic first aid and the management of chronic health conditions.
- Help develop the School's policies concerning medical/health issues, safety, emergency response and disaster-preparedness.
- Maintain medication regiments and charting via Magnus electronic record keeping system.
- Communicate with Montgomery County Health Department and implement directives related to COVID-19 and its spread within the school community.
- Provide annual CPR training to faculty and staff and maintain one's own First Aid/CPR/AED certification.



- Provide health promotion teaching to student body, faculty and parents on issues such as tobacco, reproduction, vaping, alcohol and other concerns.
- Maintain proper storage and security of medications and medical/health records.
- Maintain adequate inventory of health-related supplies.

### **Requirements for School Nurse:**

- Ability to be understanding, caring and sympathetic to the need of children ages 3 – teen years and their families
- Familiarity with educational institutions and understanding of unique needs of a school setting in maintaining confidentiality and school safety
- Previous pediatric care/nursing experience a plus
- Strong interpersonal, written and oral communication skills
- Strong analytical and organizational skills and ability to multi-task
- Ability to work independently with exceptional initiative and judgment and collaboratively with faculty, staff and community
- Appreciation of and commitment to serving the needs multiple constituencies (students, parents, faculty, staff, and community members) of a diverse population
- Proficient with data management systems and basic computer applications; willingness and ability to learn additional applications as needed
- The successful candidate must submit a copy of a current certifications and/or license to the School.

The Woods offers competitive salaries and a comprehensive benefits package as well as staff development opportunities.

Please send cover letter and resume to [jobs@woodsacademy.org](mailto:jobs@woodsacademy.org).