



BOSTON COLLEGIATE CHARTER SCHOOL

Lower School Nurse and Operations Associate (LPN or RN) 2024-2025

OUR MISSION AND VISION

The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. 100% of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

All Boston Collegiate students will... graduate empowered to choose their own directions, with options aligned with their passions and interests. They will be equipped not only to go to college, but to thrive there, and they will possess the leadership skills and mindsets necessary to make an impact in their communities and the world.

To achieve this vision of our graduates, Boston Collegiate will... be academically rigorous, equitable, and inclusive. Boston Collegiate will create opportunities for each student to thrive and will cultivate curiosity, empathy, and the unique talents that each student brings. Boston Collegiate will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

OUR STRATEGIC PLAN

Boston Collegiate's strategic plan responds to urgent issues in education, builds institutional resilience, and positions Boston Collegiate to lead as an equitable and integrated school. Pursuit of these ambitious goals will ensure that our students can continue to access the exceptional instruction, customized resources, and enriching extracurriculars that will enable them to thrive in school, in college, and beyond. Read here to learn more about our [2023/2026 Strategic Plan](#).

CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate Lower School Nurse and Operations Associate who wants to join a dynamic and flexible Lower School team. This position reports to the School Nurse Leader. As a strong candidate for our position, you will...

Have knowledge of or experience in

- working with children or adolescents;
- communicating effectively through written and verbal correspondence;

Be able and willing to

- recognize how your identity impacts your work;
- communicate and collaborate with colleagues, students, and families;
- actively contribute to the school and your position-based teams;

Believe

- in the school's core values of: scholarship, belonging, passion, responsibility, and integrity;
- in the importance of feedback in the pursuit of continuous improvement;

Expect

- to be on-campus for 9 hours between 7:00 and 5:00 PM daily;
- to attend weekly meetings/Professional Development and receive personalized coaching;
- to distribute medications to students under the RN's supervision; treat everyday headaches, stomachaches, cuts, bruises, etc.;
- manage daily chronic illness needs for students; manage student medical records; disseminate information about the flu and other communicable illnesses;
- to assist School Nurse Leader with scheduled health screenings for students
- to provide emergency care;
- to provide counseling to students on an as-needed basis around medical issues, and general counseling if arranged ahead of time or a crisis situation;
- to serve as a member of the Operations Team, including covering the Main Office, participating in daily meal service,, and assisting with other administrative tasks;
- to step into halls when possible during transitions, keep an open door when students are not in the office, and generally serve as a member of the team;
- to assume responsibility of and coverage for students outside of the classroom commensurate with your position; and
- to report to New Staff Orientation from August 7th-16th, Returning Staff Orientation from August 19th-23th, and to be prepared to receive students for the first day of school on August 26th

ADDITIONAL QUALIFICATIONS

- possession of a valid Commonwealth of Massachusetts license to practice as a Licensed Practical Nurse (LPN), required
 - valid and current certification in cardio-pulmonary resuscitation and AED from a recognized provider, or willingness to obtain one
 - bilingualism in Spanish or Haitian Creole preferred, but not required
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JOIN OUR TEAM

To formally apply, visit <https://forms.gle/U1knBekeNFfTs55u6>. No telephone or email inquiries, please. Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.