



School Nurse Substitute Leave Replacement (August 11th – October 24th)

The School Nurse Substitute will be an integral member of the school's health and wellness team, providing comprehensive healthcare services to the Menlo School community. This role will be a full participant in ensuring student health, safety, and medical compliance across both Middle and Upper School divisions. Responsibilities will include rendering first aid and direct patient care; managing student medical records; coordinating temporary academic and athletic accommodations; and serving as a critical first responder during campus emergencies and school retreats. The incumbent is expected to work with a high level of independence and clinical autonomy while collaborating effectively with division heads, athletic directors, security personnel, and faculty.

This is a temporary leave replacement position running from August 11th through October 24th.

Duties and Responsibilities

Primary areas of responsibility include, but are not limited to:

Direct Healthcare & Clinical Management

- **Patient Care:** Cover the Health Office and provide triage, assessment, acute treatment, and first aid to all students, faculty, and staff who present with illness or injury.
- **Documentation:** Maintain accurate electronic medical records by charting all student clinical encounters in Magnus Health.
- **Medication Administration:** Safely dispense and manage prescription and over-the-counter (OTC) medications in strict accordance with school policies and state regulations.
- **Chronic Disease Management:** Develop, update, and implement Individualized Healthcare Plans (IHPs) for students navigating chronic conditions such as asthma, diabetes, and severe allergies.

Communication & Student Accommodations

- **Parent Notification:** Proactively communicate with parents/guardians regarding serious injuries or clinical situations requiring medical care outside of the Health Office.
- **Faculty Coordination:** email teachers, advisors/advocates, and appropriate division leaders regarding students managing significant medical issues (e.g., concussions, hospital stays) to outline necessary temporary medical or classroom accommodations.
- **Attendance Tracking:** Promptly notify division assistants regarding attendance data

- whenever a student is medically dismissed and sent home during the school day.
- Physical Education Logistics: Issue formal PE excuses via pink slips for injured or ill students; ensure students remain safely on the sidelines with their class unless alternate arrangements (such as the library) are pre-approved by the Head of Middle School Athletics.

Emergency Preparedness & Incident Response

- First Responder Leadership: Act as the primary campus First Responder for all medical emergencies, including providing critical emergency care at the Creative Arts and Communicating Center (CCC).
- Team Mobilization: Lead and coordinate the campus First Aid team during emergency incidents, managing patient triage and directing response logistics.
- Security Integration: Coordinate closely with the Director of Security for navigation, campus positioning, and transport support during emergency medical incidents.

Retreats & Field Trip Coordination

- Attend and provide comprehensive, overnight medical coverage for the off-campus 6th-grade retreat from Thursday, August 27, 2026, through the afternoon of Friday, August 28, 2026; maintain on-site clinical oversight, manage student medications, and serve as the primary point of contact for any acute medical needs or emergencies during the trip.
- On-Call Distance Support: Maintain phone availability to provide medical guidance for various off-campus trips, including the 8th-grade kayaking trip, 7th-grade retreat, and Upper School retreats (including overnight on-call hours).
- Supplies & Safety: Ensure all grade levels are equipped with functional, fully stocked emergency First Aid bags prior to departure.
- Medication Logistics: Collect, inventory, and securely segregate all student medications for student trips within designated cabinetry using specialized storage bags for retrieval.

Other Collaboration

- Team Collaboration: Participate in Individualized Education Program (IEP) and student support meetings to ensure medical accommodations are in compliance within the classroom environment.
- Community Engagement: Engage in the overall life of the school, attending faculty meetings and relevant training sessions when not actively managing health office conflicts.
- Partnership with Human Resources: Promptly inform HR team of work-related injuries and illnesses.
- Other Duties: Execute additional administrative or health-related responsibilities as assigned by school leadership.

Qualifications

- Current, unencumbered California Registered Nurse (RN) license.
- A minimum of a Bachelor's degree (BSN preferred).
- At minimum two years of professional nursing experience, ideally with a background in

school nursing, pediatrics, urgent care, or emergency medicine.

- Exceptional written and interpersonal communication skills, with the ability to clearly, empathetically, and professionally convey medical details to anxious families, students, and educators.
- Competency with Google Workspace, Microsoft Office Suite, and electronic health record databases (experience with Magnus Health and Knightbook platforms is highly desirable).
- Strong quantitative and qualitative assessment skills to effectively triage clinical concerns, execute emergency protocols, and manage institutional safety priorities.
- Possession of a valid California Driver's License and a clean driving record ; willingness and ability to operate a personal vehicle or a school-issued vehicle to safely transport sick or injured students from off-campus locations (e.g., retreat sites) when necessary.

We offer:

- An exceptional work environment and caring community
- Highly competitive salary
- A comprehensive benefits package, including generous contributions to a retirement plan for eligible employees and their families. Learn more [here](#).

To be considered for this position, please submit your resume and a brief cover letter outlining your interest and relevant experience through our application portal:

<https://app.jobvite.com/j?aj=o68rAfwZ&s=California%20School%20Nurses%20Organization>

We thank all applicants in advance for their interest and will reach out only to those most closely aligned with the position's needs.

We are unable to sponsor or take over sponsorship of an employment visa for this position.

We look forward to hearing from you!

About us:

Menlo School is an independent, coeducational, college-preparatory school for students in grades six through twelve. Located in the heart of Silicon Valley and founded in 1915, the School is accredited by the Western Association of Schools and Colleges and is a member of the National and California Associations of Independent Schools.

Menlo is dedicated to providing a joyful, transformative education that empowers students to explore broadly, think critically, act responsibly, and navigate the complexities of an evolving world. Our relevant and engaging academic program—complemented by outstanding arts and athletics—sparks wonder, fosters a love of learning, and inspires students to reach their full potential as they grow in competence, confidence, and curiosity. Student care and the

supportive relationships students build with teachers, coaches, and peers are at the heart of all we do as we uphold the highest ethical standards, develop character, and pursue a shared commitment to purposes larger than ourselves.

At Menlo, belonging is essential to who we are as a school. We embrace the growth and well-being of every member of our community by cultivating a culture rooted in kindness, trust, and belonging—one where everyone feels welcomed, included, and valued, and where our diverse backgrounds, identities, and ideas are honored with curiosity, care, and compassion. Learn more about the Menlo School [here](#).

Our equal opportunity employment policy:

Menlo School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. We administer all personnel practices without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, marital status or domestic partnership status, disability, protected veteran status or military status, genetic information, or any other category protected under applicable law.

Pay range:

In the spirit of pay transparency, we share the base salary range for this position for the 2026-2027 academic year. The full pay range, which encompasses all experience levels, is \$90,000 - \$120,000 annualized. Within this broad range, we pay in accordance with what is reasonably expected given an individual's experience level. Base salary is exclusive of fringe benefits, employer contributions to retirement plans, and potential stipends (for eligible employees). Pay ranges at Menlo are reasonable estimates of what the School anticipates paying for a role, but are not guaranteed. If hired at Menlo School, your final base salary will be determined by factors such as skills, education, experience, job level, part-time status, and the number of months worked per academic year. In addition to those factors, we believe in the importance of pay equity and consider internal equity with our current employees as a part of any final offer. Please note that the generous range mentioned above is the full base salary range for the role. Hiring at the top of the range is not typical at Menlo School to allow for future and continued salary growth.

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