



Position: School Nurse

Reports To: K-8 Director

Position Type: Full-Time, Exempt, Faculty

Bentley School is a K-12 co-educational, independent day school located on two campuses in Oakland (K-8) and Lafayette (9-12), California. Founded in 1920, Bentley's legacy of excellence in teaching and learning maximizes student success in college and throughout their lives. Bentley is an inclusive community that shares a vision of academic achievement, balance, and the cultivation of character.

The School Nurse serves as the primary clinical practitioner and health authority for Bentley School, advising leadership and faculty on health, safety, and overall student well-being across the full K-12 program. Reporting to the K-8 Director, the School Nurse is based daily on the Oakland campus to manage health office operations, deliver direct student care, lead emergency response efforts, and ensure compliance with public health regulations. The School Nurse may periodically travel to the Lafayette campus to provide specialized training, health consultation, or event support.

Responsibilities (including but not limited to):

Direct Clinical Care & Health Services

- Provide direct nursing assessment, first aid, acute medical care, and triage for students, faculty, and staff presenting with injuries or illness.
- Dispense and manage prescription and over-the-counter (OTC) medications in strict accordance with physician orders, parent authorizations, and state nursing standards.
- Develop, update, and manage Individualized Healthcare Plans (IHPs) for students navigating chronic conditions (e.g., severe allergies, asthma, diabetes, seizures). Train relevant faculty and staff on these conditions as needed.
- Serve as primary liaison to the Alameda County Public Health Department (ACPHD) for reportable diseases; monitor campus communicable illness trends, enforce isolation/quarantine protocols, and execute infection control measures.

Medical Records, Compliance & Health Protocols

- Collect, review, and maintain confidential electronic health records, immunizations, and allergy action plans using Magnus Health in accordance with HIPAA and FERPA regulations.
- Ensure compliance with California immunization laws, coordinate mandated health screenings (e.g., vision/hearing/scoliosis), and file annual state immunization assessment reports
- Create, evaluate, and update campus health policies and emergency protocols in alignment with California Department of Public Health (CDPH) guidance and standing orders.
- Create policies, procedures and communications for handling various health-related events (lice, foot-mouth, etc)
- Work with administration to create measures to prevent, minimize and control communicable diseases on campus.
- Monitor and train staff in specialized physical health care procedures.
- Conduct parent conferences and counseling related to health issues as necessary.
- Serve as health education resource contact for students, parents and faculty and staff.
- Document student illnesses and accidents. Responsible for the oversight of all Student Accident Reports including follow-up with families, the Business office, and any medical/insurance providers.
- File required state reports.

- Coordinate the acquisition of supplies and materials necessary to efficiently run the Health Office.
- Work with administration to create measures to prevent, minimize and control communicable diseases on campus.

Emergency Preparedness & Safety Leadership

- Act as primary campus First Responder during medical emergencies, coordinating care, managing patient triage, and directing local emergency services (EMS) as needed.
- Participate in Safety Committee meetings and contribute to annual updates to the school's Emergency Preparedness Plan.
- Active member of the Emergency Preparedness Team participating in safety planning, conducting regular emergency drills, and creating evacuation plans for individuals with temporary or permanent mobility restrictions.
- Audit, restock, and maintain AED units, EpiPen/Naloxone stations, classroom emergency backpacks, and off-campus trip first-aid kits.

Community Collaboration & Health Education

- Collaborate closely with Learning Specialists, Counselors, Deans, and Division Directors to support students' physical, emotional, and academic needs.
- Act as a warm, professional liaison to families regarding medical care, injury follow-ups, and academic or physical accommodations.
- Develop wellness classes and health promotion across all divisions
- Manage health forms, organize student trip medications, and provide clinical guidance or direct medical coverage for off-campus educational trips.
- Attend local (Alameda and Contra Costa) county school nurse meetings, CDPH Safe Schools meetings and professional development sessions to remain up to date on best practices in school nursing.
- Comply with CDPH Standing Orders and procurement of emergency medications.
- Administer TB Risk Assessment Questionnaire to employees
- Assist with coverage of the Front Desk when needed

Required Qualifications:

- Bachelor of Science in Nursing (BSN) from an accredited institution.
- Current Registered Nurse (RN) license in the State of California.
- Valid California Driver's License with an acceptable driving record.

Preferred Qualifications:

- American Heart Association (AHA) or American Red Cross CPR/AED Instructor Certification or willingness to obtain certification.
- Experience working in independent schools or similar educational settings

Experience & Skills:

- Clinical nursing experience and/or previous school nurse experience.
- Knowledge of child development and health issues affecting school-aged children.
- Dependable, completes assigned tasks, excellent follow-through
- Demonstrated flexibility in terms of changing demands, priorities, and ability to handle deadlines and pressure with a commitment to high standards regardless of deadlines or pressures.
- Ability to:
 - Manage many tasks simultaneously and shift priorities quickly.
 - Perform detailed work independently and accurately with minimal direct supervision
 - Coordinate effectively amongst a varied group of internal and external team members
 - Conduct, analyze, and make recommendations on a variety of administrative activities
- Knowledge of and ability to apply best health care practices, procedures & techniques
- Work effectively with parents, students, and colleagues

- Excellent written and verbal communication skills; ability to convey sensitive health information empathetically and maintain strict confidentiality.
- Proficiency with Google Workspace and Electronic Health Record (EHR) platforms. Experience with Magnus Health preferred.

Working Conditions & Physical Demands

- Health office and school campus sites; dynamic, fast-paced environment with frequent interruptions. Potential exposure to communicable diseases and blood-borne pathogens.
- Ability to lift 30 pounds
- Dexterity of hands and fingers
- Ability to sit or stand for extended periods of time; bend at the waist, kneel, or crouch to assist students
- Able to climb slopes, stairs, and ladders

Pay Range:

Bentley uses a competitive salary scale, which takes into account experience, education, and skill level. The starting salary for this position ranges from \$90,000 to \$120,000.

How to Apply:

Please submit a letter of interest and a CV/resume. A list with the names and contact information of three (3) references should also be included. No phone calls, please.

Qualified, interested candidates may apply for the position through online application at <https://bentleyschool.bamboohr.com/careers/292>

Bentley School is an equal opportunity employer and seeks rich diversity among faculty and administration. Bentley School offers equal employment opportunities to all applicants for employment and all employees without regard to sex, gender, gender identity, gender expression, transgender, race, color, caste, national origin, ancestry, ethnicity, religion, religious creed, sexual orientation, age, marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, citizenship, medical leave or other types of protected leave, domestic violence victim status, or any other characteristic protected by federal, state or local laws. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment. If you need a reasonable accommodation to apply or interview for the position, or otherwise participate in the hiring process, please notify Human Resources.