



Richmond Montessori School seeks a substitute nurse. The substitute nurse assumes the responsibilities of the school nurse in the nurse's absence. The substitute nurse supports the learning experience of students by providing students with health care or evaluating their health needs.

For over fifty years Richmond Montessori School (RMS) has remained dedicated to providing an authentic Montessori education in a student-centered environment and has remained true to the mission of its founders and the principles of Dr. Maria Montessori. RMS is dual-accredited by the American Montessori Society and the Virginia Association of Independent Schools. The school serves approximately 300 students ages 18 months-14 years on two adjacent campuses, which incorporate almost eight acres of beautiful green space located in the west end area of Richmond, Virginia. The RMS team is composed of over fifty passionate professional Montessori educators and support staff, fully committed to our core values of Character, Community, Authenticity, Respect and Excellence.

Responsibilities and duties of the substitute School Nurse include, but are not limited to:

- Works with staff as a consultant in defining the health needs of students and in planning the health education program and health services needed to meet them.
- Provides individual health instruction and emotional guidance, as appropriate, for the individual student.
- Supplies and adequately maintains the school medical clinic.
- Keeps current and accurate medical records on each student.
- Informs the level director of the need to approve early student dismissals due to health reasons.
- Assumes authority, in the absence of a physician, for the first aid care of a student or staff member who has suffered injury or emergency illness.
- Supervises all medicine brought to school by students and provides medication only as directed by division guidelines.
- Implements school board policy on exclusion and readmission of students in connection with infectious and contagious diseases and conditions of infestation.
- Assists with crisis management within the school division, as needed.
- Offers information and/or opportunities, which promote staff wellness and fitness.
- Serves as a link to community health resources.

- Provides health-related services and/or consultation regarding students with disabilities.
- Advises school administrators, as needed, on student health-related matters.
- Performs other duties as assigned by the division superintendent and/or designee.

In addition, a candidate should possess the following personal qualities:

- Graduate of an accredited program of registered nursing preferred.
- Current licensure to practice in the Commonwealth of Virginia. (CPR and First Aid certified)
- Valid Virginia driver's license.
- Two years of successful working experience with references, giving evidence of competency in nursing care practices preferred.
- Possess qualities of character and personality, which merit the confidence and respect of students, staff, and parents.

We are eager to welcome someone into our community who will live the mission and core values of our school. Interested candidates, please send a cover letter and resume to [careers@richmont.org](mailto:careers@richmont.org).