

## **NETWORK NURSING MANAGER (16hrs/week)**

### **Organizational Overview**

Excel Academy was founded in 2003 with the mission to provide a high-quality education to students in East Boston and Chelsea. Over the years, we have grown from one middle school to a network of four schools with 1,400 students in grades 5 to 12. At Excel Academy Charter Schools, we believe that when a student has the support and tools to pursue a productive post-secondary pathway aligned to their personal identity and values, it can fundamentally change their life trajectory.

We present our students with educational experiences that allow them to grow and discover their best selves so that when they leave our halls, they can successfully navigate all of the post-secondary options available to them. You can [read more about the impact](#) of the Excel Academy model here.

At Excel Academy we learn from our students, families, and staff and make improvements. We have increasingly adapted to provide a holistic education that values our community as collaborators in the learning process, social-emotional support, equity for diverse learners, and fosters identity development. We prioritize an approach that is both rigorous and inclusive. [Our team of passionate, intelligent, driven, and loving staff are at the core of the work we do.](#)

Growth Happens Here.

### **About the Role**

Serving as a member of the Excel Academy Network Team, the Nursing Network Manager manages the total school nursing program, providing nursing leadership within the school system. More specifically, they are responsible for managing, supervising, and evaluating all school nurses, for providing oversight, compliance coordination, and policy for the nursing department and areas of student health and wellness throughout the network. This role is responsible for completing the documents and performing the training related to the health program implementation dictates of the Massachusetts and Rhode Island Departments of Public Health. Additionally, this role ensures that the school health program is implemented. This role reports to the Director of Student Supports.

## Commitment to Diversity, Equity and Inclusion

- Understand how your identity markers (including race, class, and gender) impact your leadership;
- Demonstrates understanding and respect for the cultures and languages of our communities;
- Solicit and welcome collaboration and feedback from colleagues, students, families and the surrounding community;
- Understand the impact of historical and structural racism and use this lens in your decision-making, and;
- Take action to demonstrate personal reflections and growth/ be responsive to feedback and lessons learned.

## Direct Management of School Nurses

- Serve as hiring manager in identification of qualified candidates, screening of applications, interview process, selection and orientation of school nurses as needed;
- Observes and provides on-going feedback on the school nurse's clinical performance utilizing the Excel Academy Charter Schools Nursing Standards of Best Practices, and shares this feedback to the school-based Dean of Operations and School Leader;
- Coordinate alignment of best practice across the network by supporting nurses in the development of documents and protocols that are informed by best practices, health and safety policies that apply to the school, and Excel's vision and mission;
- Manage school and network nurses in line with Excel's expectations of management and HR policy, and;
- Coordinates and implements daily staffing plans.

## Leadership and Support of the Nursing Department

- Plan and facilitate onboarding and training for new nurses;
- Provide ongoing development for the nursing department including, but not limited to, regular team meetings and ongoing professional development;
- Assesses overall student health needs on each school campus for the purpose of implementing appropriate staffing plans, trainings, and support;
- Manages nursing schedule and staffing across all campuses;
- Act as a liaison and promotes positive collaboration with community providers for a range of services addressing child and adolescent health;
- Provides assistance as necessary in managing infectious illness outbreaks;
- Encourages nursing and health services staff participation in conferences and workshops at the local and state level, addressing a range of school health issues;

- Plans and leads nursing department time, including professional development and trainings aligned to departmental priorities.

### Reporting and Compliance

- Ensures campus-based nurses provide training for staff on OSHA, CPR, First Aid, Medication Administration, glucagon/insulin administration and Medicaid;
- Coordinate on all campuses the individual screenings of vision, hearing, scoliosis, and SBIRT. Ensure campus-based nurses evaluate, refer, and follow-up as required by the Massachusetts Department of Public Health;
- Monitor and ensures required maintenance on all AEDs across all campuses is performed
- Ensures completion of health reports as required by the school system and state agencies;
- Develops, updates, and implements written policies and procedures for the Nursing Department and network addressing health issues.

### **Qualifications:**

- Five to seven (5-7) years' experience;
- Must be a Registered Nurse with active Massachusetts licensure;
- BS in Nursing, MSN, or M.Ed preferred;
- Possess and maintain current First Aid and CPR certification, and;
- Appropriate Department of Elementary and Secondary Education (DESE) Licensure required (School Nurse) preferred.

### **Knowledge, Skills And Abilities**

- Ability to operate a computer, email, and Google Documents/Suite effectively;
- Ability to communicate effectively in both written and verbal language, demonstrate clerical proficiency, and demonstrate sound judgment;
- Ability to maintain confidential information;
- Ability to maintain, manage, and organize records;
- Ability to handle problems and emergencies effectively;
- Ability to work effectively with children of varying developmental stages;
- Ability to establish and maintain effective working relationships with others;
- Be flexible and adaptable to changing environments, and;
- Bi-lingual or multilingual ability in Spanish, Portuguese, Arabic, or Haitian-Creole is desirable but not required

Excel Academy Charter Schools is committed to its work as an anti-racist organization. One critical element of that commitment is building and empowering a [diverse staff that reflects the community that we serve](#). We strongly encourage applications from candidates whose experiences share important points of intersection with those of our students. Staff who demonstrate fluency in Spanish, Portuguese or Arabic (languages spoken widely by our diverse community of families) will receive additional compensation, as will staff who are alumni of our schools.

Excel Academy Charter Schools do not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language or prior academic achievement.

Applications will be reviewed as they are received and candidates are encouraged to apply as soon as possible.

**Alejandra Gil** | *Director of Talent*  
she/her/hers

**Excel Academy Charter Schools**  
58 Moore Street, East Boston, MA 02128  
781.656.5432 | [agil@excelacademy.org](mailto:agil@excelacademy.org)

**[Refer a friend](#) to work at Excel Academy!**