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Title: Short-Term Health Office Sub

Anticipated start date: August 1, 2024

About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School & Middle School (grades 1-8), Springer High School (grades 9-10), Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

Position Summary

Springer's Health Office Assistant is the primary support for students in need of health services while on campus. The Health Office Assistant is the primary point of contact to families for health concerns and medication administration and plays an integral role in supporting the overall safety and well-being of the school.

Job Goals

- Address student health needs daily, including medication administration
- Contact parents related to student health concerns
- Communicate individual health care plans to faculty and staff as needed
- Maintain and update student medical records
- Complete clerical tasks to support school wide projects and communication

Qualifications

Current certification as a School Nurse, RN, STNA, CNA, LPN, LNA, or CMA
Three or more years providing care in a school, camp or non-profit setting
Demonstrated experience initiating and finishing projects with urgency and efficiency

Terms of Employment: Full-time faculty member, 10 months per year (school year).



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How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Head of Lower School & Middle School Shanda Arthur at sarthur@springer-ld.org. The subject line of that email should reflect the position title.

Due to the traditionally high volume of applications only those candidates invited to participate in interviews will be contacted. Developing a diverse, equitable and inclusive community is essential to serving Springer's mission. Therefore, applications from members of all underrepresented groups are highly encouraged.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

