



POSITION STATEMENT

DIRECTOR OF HEALTH SERVICES & UPPER SCHOOL NURSE

OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve (effective July 2022) as Director of Health Services within a vibrant community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

THE LEADER

The **Director of Health Services and Upper School Nurse** will lead the Brooklyn Friends School Health Team in the care of our student and colleague community. The Director will be responsible for oversight of the School's overall health program, with particular attention to the School's COVID-19 response. The Director will also serve as the school nurse at the Upper School campus, in addition to supervising the school nurse and other appropriate staff.

In overseeing the daily operations of the Health Team, the Director will assess student health concerns, deliver medical care, and coordinate nursing and healthcare supports for the community. This includes providing first aid care to students, colleagues, parents, and guests as needed, and liaising between school personnel, families, and community healthcare providers.

Brooklyn Friends School has been steadfast in its response to the COVID-19 pandemic and remains committed to an in-person learning experience for students. As such, the School regularly revisits its policies and procedures and adjusts as recommended by the latest scientific data. The Director of Health Services will be a key decision maker in such policies, and will provide guidance, recommendations, and expertise in this regard.

Primary Responsibilities:

- Supervises and coordinates nursing services and personnel
- Assess and treat student and colleague health concerns
- Coordinate, oversee, and administer COVID-19 testing
- Liaise between internal constituents: Colleagues, students, parents and families
- Liaise between external constituents: New York Department of Health, consulting physician, and test processing lab
- Oversee operations of the Health Offices, including service delivery systems, health form compliance, COVID-19 protocols and collaborating with the All-School Wellness Coordinator as needed
- Oversee the health budget and expenditures
- Communicates calmly, compassionately, and efficiently with parents and families regarding health-related issues
- Collects, updates, and maintains health information on students in Magnus Health
- Ensures all students are compliant and up-to-date with required vaccinations
- Coordinates the acquisition of supplies and materials necessary to run the Nurses Offices
- Participates in the review, development, implementation of procedures and/or policies for addressing healthcare needs of students in accordance with local, state and federal regulations
- Coordinates with the athletic office and trainers on concussion protocols and athletic injury assessment and treatment
- Ensures student medication is properly authorized, stored and dispensed
- Collaborates and consults with other team members as necessary on matters concerning health and safety, including the Director of Security, the Directors of Athletics, the Director of All School Wellness, and the Leadership Team.

Personal Qualities and Professional Requirements

- Current and active license as a Registered Nurse in New York State
- A bachelor's degree in nursing is required, Master's degree in Public Health preferred.
- Minimum three years experience of nursing experience in a school, hospital, or clinical setting.
- Effective organizational skills with careful attention to accuracy and detail
- A passion for working with students, from toddlers to adolescents, and their families within a vibrant and diverse community
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with and desire to learn more about Quaker values and decision-making practices
- A dedicated lifelong learner

- Experience with Magnus Health preferred

To apply, please provide the following:

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey.
2. A Personal Statement/Cover Letter addressed to the Human Resources Department, that expresses the ways in which your journey has demonstrated the school's pillars of Equity and Inclusion, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your leadership as Director of Health Services & Upper School Nurse.
3. List of three professional references with name, title, relationship, and contact information
4. Optional: Any other documents/artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to [hiring@brooklynfriends.org](mailto: hiring@brooklynfriends.org). **Please put as subject line, Director of Health Services/US Nurse.** Thank you!