WHEELER

Title: Substitute School Nurse **Department:** Health & Wellness

Reports to: Director, Health & Wellness

Exempt Status: Non-exempt

Position Status: Substitute **Last Updated:** 11/18/2026

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a temporary full-time School Nurse to join our Operations team.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer; creative, energetic, dynamic, and diverse.

Position Purpose:

In this position, the School Nurse is a member of the health and wellness team with the primary responsibility of delivery of care and coordination of health and wellness at the Farm for Wheeler, including the Nest, Grade 6 Farm Program or K to 12 Wheeler School, based on the needs of the school.

Responsibilities and Duties

- Provides assessment, identification, intervention, health record documentation, referral, and follow-up of students and adults in need of physical, social-emotional, behavioral and mental health care during the school day.
- Collaborates with health and wellness team members, faculty, administrative leaders to follow health related policies and procedures.
- Consults with the Director of Health & Wellness or Head Nurse as needed.
- Serves as nurse member during a crisis response, as needed.

- Acts as an advocate for students' needs and serves as a liaison between parents/guardians and faculty members while maintaining student confidentiality, and attend family meetings as needed
- Identifies students who exhibit health or emotional needs and provide emotional support, health education, and crisis intervention as necessary.
- Collaborates with other nurses, athletic trainers and school counselors.
- Engages in collaborative communication with teachers and administrators and with parents using the "parent participation model".
- Responds to urgent and emergent health situations on campus, including referral to medical facilities.
- Manages the flow of students and adults through the Health Center, ensuring a calm, caring, welcoming and inclusive environment for children and adults.
- Encourages and educates the school community members on disease prevention strategies.
- As assigned, works at the city or farm campus as scheduled
- Completes administrative work as necessary related to the Health Center.
- Administers medication in accordance with health center policy and maintains safety and security of medications in the health center.

Qualifications

- Bachelor of Science in Nursing or equivalent
- Licensed to practice as a registered nurse in the State of Rhode Island and/or Massachusetts
- Current BLS CPR/AED certification
- Experience in early childhood and/or pediatric experience, behavioral health, ideally in an educational setting preferred
- A minimum of three to five years of experience, including in a school and outdoor/nature based setting preferred
- Experience and skill in culturally responsive care

This is a substitute position that is located full-time at our Farm campus in Seekonk or Providence city campus.

Interested candidates should email a resume and cover letter to Judy Diaz, Director of Health & Wellness, at judydiaz@wheelerschool.org and cc careers@wheelerschool.org.

Statement on Diversity and Cultural Competency At Wheeler:

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of experiences and viewpoints enhances learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic

society. We seek to further our community's overall diversity and cultural competency through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

To learn more about Wheeler, please visit www.wheelerschool.org and our Careers page here.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.