



CISTERCIAN PREPARATORY SCHOOL

Job Title: School Nurse
Grades: 5-12
Location: Irving, Texas
Date Posted: 2/10/26

FLSA status: Exempt
Reports to: Headmaster
Position: Full-time or Part-time

POSITION

Cistercian is seeking a dedicated nursing professional with experience, integrity, and compassion to fill the role of School Nurse. At Cistercian, the School Nurse has a wide range of important responsibilities and, by managing them effectively, helps support our educational mission. While reporting directly to the Headmaster, the School Nurse also works closely with others in School leadership and cultivates relationships with stakeholders across the School community – students, families, faculty, and staff.

OVERVIEW

Cistercian Preparatory School (Cistercian), founded in 1962, is an all-boys school rooted in the life and spirit of Catholic monasticism. It offers talented and motivated young men (grades 5-12) of all faiths challenging programs within a supportive community. An eight-year, all-advanced honors curriculum that is identical and shared for all 40-48 students of a given Form (grade), the intense communal nature of the pace, depth, and breadth of the academic program allows each student to develop his strengths while discovering that his greatest individual success will be found in applying his talents for the sake of others. Cistercian is located on 82 acres of woodland on Hwy. 114 near The University of Dallas and adjacent to Las Colinas; the school is accredited by ISAS (Independent School Association of the Southwest).

SUMMARY

Faculty: The faculty is departmental: the same departments and teachers provide instruction for both Middle and Upper Schools. There are 54 faculty members; 20 Cistercian monks and 34 lay men and women; 80% of the faculty have advanced degrees; 11% doctorates. Student to faculty ratio is 7 to 1. Average Cistercian tenure is 16 years.

Student Body: There are 363 boys in Grades 5-12; The Class of 2026 will graduate 44 seniors, with 22 comprising a section; 17% of student body receives financial aid; 46% are from underrepresented groups, 75% of students are Catholic, 25% are Christians of various denominations and non-Christians.

Curriculum: As mentioned above, the curriculum is a single track, fully integrated, eight-year honors program. As seniors, all students take two-semester, college-level courses in English, Government, Calculus and Science. Students regularly take AP exams in 40 subject areas, though Cistercian places no expectation on students and considers them an extracurricular endeavor for which students choose to study on their own to demonstrate the level of their knowledge and potentially receive college credit for their scores

Statistics: For the Class of 2026, the 40 students who took the SAT earned a combined Verbal and Math score of 1427 (39% received National Merit Recognition, 7% as semifinalists); the 26 students who took the ACT earned the combined Mean score of 32.

RESPONSIBILITIES

- Oversee all nursing functions, including:
 - providing basic first aid and emergency medical care to students, faculty, and staff
 - administering prescribed medications and treatments while maintaining accurate documentation
 - conducting health screenings and assessments
 - coordinating and ensuring school immunization requirements
 - preparing and submitting required state reports related to screenings and immunizations
- Monitor, maintain, and manage:
 - student health records, ensuring strict internal controls and protection of confidential information
 - inventory of medical supplies and equipment
 - prevention, tracking, and reporting of communicable diseases
- Educate students, faculty, staff, and parents on health-related topics and best practices
- Assist in the development, implementation, and review of health and safety policies
- Participate actively in health promotion and disease prevention initiatives
- Collaborate with Headmaster, faculty, parents, and healthcare providers to implement individualized healthcare plans
- Ensure that school healthcare policies and practices are clearly articulated, consistently applied, and compliant with all legal requirements
- Model the highest ethical standards and demonstrate respect for colleagues, alumni, parents, and students in conducting School business
- Communicate clearly and enthusiastically with families, faculty, and administrators in a manner that reflects compassion, professionalism, and shared values.
- Assist with front desk and receptionist coverage as needed

QUALIFICATIONS AND COMPENSATION

- Bachelor of Science in Nursing (BSRN) or Registered Nurse (RN)
- Maintaining a current Texas Nursing License is necessary
- Previous school nursing experience preferred, not required
- Compensation commensurate with experience.

Cistercian Preparatory School does not discriminate on the basis of race, color, creed, nationality, ethnic origin, or religious preference in the administration of its employment, admission and education policies, financial aid programs, athletic programs, and other activities.

Qualified candidates should complete an online application for employment at (<https://school.cistercian.org/contact-us/employment/>).

Please direct all inquiries and resumes to Lisa Richard at Cistercian Preparatory School (Lrichard@cistercian.org) and visit <https://school.cistercian.org> for additional information about the school.