

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: September 8, 2025

We are now accepting applications for **Registered Nurse, .9375 FTE**

Location: Endeavor Elementary School

Qualifications:

- Must hold a current Ohio Registered Nurse License in good standing.
- Bachelor's Degree preferred.
- Prefer candidate with pediatric nursing experience.
- Prefer candidate with at least 2 years of nursing experience.
- Must be able to be mobile enough to quickly access students in emergency situations in areas of the assigned facility which are away from the clinic.
- Must be mobile enough to stoop, bend, kneel, and possibly lay on the floor to provide emergency care as necessary.
- Must possess demonstrated ability to establish and maintain rapport with students.
- Must possess demonstrated ability to work cooperatively and effectively with others.
- Must possess demonstrated ability to communicate clearly and effectively, both orally and in writing.
- Must possess demonstrated skills of organization and problem solving.
- Must exhibit professional behavior and sound judgment.
- Must possess demonstrated commitment to serve as an ethical, positive role model.
- Must possess demonstrated computer skills.

Date of Employment: ASAP

Contract Days: 184 Days, 7.5 Hours per day, 5 Days per week

Salary: Per Lakota Salary Schedule beginning at \$28.16 per hour based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., September 12, 2025**. Following the review of all internal applicants, Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: September 12, 2025

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

LAKOTA LOCAL SCHOOLS JOB DESCRIPTION

JOB CATEGORY: Support Staff

JOB TITLE: Registered Nurse

REPORTS TO: Manager of Health Services

HOURS: 7.5 hours per day (full-time); 5 days per week

JOB PURPOSE: Serves as a registered nurse in a school building. Presents self as a mature professional and serves as a positive role model.

ESSENTIAL JOB RESPONSIBILITIES:

- Conduct health appraisals of students.
- Screen for vision, hearing, and scoliosis, in coordination with Manager of Health Services.
- Conduct follow-up measures for screening, in coordination with Manager of Health Services.
- Follow up on communicable disease situations.
- Provide first aid for injured and sick students or staff.
- Dispense and monitor medications.
- Determine and recommend whether a student should be sent home for health reasons.
- Recommend when an ambulance should be called.
- Provide training to designated employees who are not licensed health professionals (school personnel) administering medications in schools, in coordination with Manager of Health Services.
- Review absenteeism with appropriate follow-up for excessive health-related absences.
- Establish and maintain a positive, working relationship with administration and colleagues.
- Establish and maintain positive communication with parents of students. Make provisions for being available to students and parents for health-related purposes outside the instructional day when required or requested to do so under reasonable terms. Respond to parent communications within 24 hours.
- Maintain accurate and complete health, immunization, and other records as directed by law, district policy, and/or administrative regulations.
- Provide schedules, description of duties and clear instructions for substitute nurse.
- Meet deadlines as related to responsibilities.
- Strive to maintain and improve professional competence.
- Demonstrate flexibility in adjusting to changes and reliability in carrying out responsibilities.
- Establish a professional level of rapport with students. Create a clinic environment that is conducive to learning, is respectful of others, and is appropriate for the maturity level and interests of the students.
- Establish and maintain a standard of clinic behavior and procedures consistent with building regulations and Board of Education policy. Maintain order in the clinic in a fair and just manner. Encourage students to exhibit behavior consistent with set standards.
- Communicate clearly and accurately in both written and oral forms in all aspects of instruction and employment.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Meet attendance expectations for the position.
- Maintain necessary professional confidentiality.
- Attend staff meetings and serve on committees as required. Interact at the district level with district administrators and present information when required.
- Seek the assistance of district specialists and the Manager of Health Services, as appropriate, in assessing and addressing student health, behavioral and learning problems.
- Maintain good public appearance, attitude, and conversation.
- Assume other duties as assigned by the Manager of Health Services.

JOB QUALIFICATIONS:

- Must hold a current Ohio Registered Nurse License.
- Must be able to be mobile enough to quickly access students in emergency situations in areas of the assigned facility which are away from the clinic. Must be mobile enough to stoop, bend, kneel, and possibly lie on the floor to provide emergency care as necessary.
- Must possess demonstrated ability to establish and maintain rapport with students.
- Must possess demonstrated ability to work cooperatively and effectively with others.
- Must possess demonstrated ability to communicate clearly and effectively, both orally and in writing.
- Must possess demonstrated skills of organization and problem solving.
- Must exhibit professional behavior and sound judgment.
- Must possess demonstrated commitment to serve as an ethical, positive role model.
- Must possess demonstrated computer skills.
- Potential occasional exposure to blood and other body fluids.
- Possible interaction with unruly students and/or adults.
- May have to drive from building to building in inclement weather.
- May be assigned to monitor student conduct.
- May occasionally be assigned evening work.
- Valid driver's license required.
- Physical ability to perform all essential functions of the position.
- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, lifting, twisting, and repetitive motion required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified