

# BIG WALNUT LOCAL SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION:** School Clinic Nurse

**REPORTS TO:** The School Clinic Nurse will report to the District Nurse and Director of Student Services, and will work under the direction of the building principals.

**EMPLOYMENT STATUS:** Full-time, 192 days

**QUALIFICATIONS:**

- One to four years related school nurse experience or 5 years experience in Critical Care, Emergency Department, Pediatrics, or prior public health experience
- RN licensed by the Ohio Board of Nursing
- School Nurse Registration with ODE required
- BCI/FBI clearance
- Current Certification in CPR/AED/First Aid

**DESCRIPTION:**

Provides overall leadership and coordination of the district health care services. Includes clinical assessments of students and staff; offers clinical nursing care services, as appropriate; secures and administers student medications; maintains and reviews student health care records, including immunization compliance; provides health care education to students and staff.

**NOTE:** The lists below are not ranked in any particular order of importance.

**ESSENTIAL FUNCTIONS:**

- Conduct hearing, vision, and blood pressure screenings, and make referrals as appropriate
- Maintain up-to-date health records for students
- Assume responsibility for injured or ill students
- Act as health consultant for teachers, students, curriculum, school, health, and community agencies
- Act as liaison between the school district and the medical community
- Dispense medication or delegate according to the Ohio Revised Code with appropriate training, demonstrations, supervision, and evaluation
- Must be available for emergencies in all district buildings
- Assist in disease control programs by enforcing local and state immunization laws, screening for lice and other communicable diseases
- Assist with individual health care plans for students with special health care needs, and in-service staff as needed
- Monitor school environment for safety
- Act as a consultant, health educator, and counselor to promote disease prevention and healthy lifestyles for students, staff, and parents
- Provide leadership for school and community health issues
- Act as student advocate
- Keep records updated
- Assist the administration in implementing all procedures and rules governing student life and conduct
- Observe ethics of the nursing profession; exhibit professional behavior, emotional stability, and sound judgment, and maintain confidentiality
- Identify nursing tasks appropriate to delegate in the individual situation, and provide procedural guidelines for orientation and training, return demonstration and documentation, schedule for supervision, and ongoing evaluation
- Provide staff with necessary student health information on an "as needed" to know basis, e.g., health restriction list

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- Report all cases of child abuse and neglect to the proper authorities
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., medical records, prescription medicine, IEPs
- Interact positively with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required
- Ensure the safety of students
- Make educational presentations of health information to students and school staff
- Check to see that emergency medical information is appropriately gathered and filed in each school
- Conduct routine screening programs of designated grade levels and students, and of students with suspected disabilities
- Work to assist school personnel in immediate treatment and disposition to home or hospital of students who are injured, ill, or found to have a communicable disease
- Perform other duties as assigned by the Superintendent and/or Principals

### Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Skills and knowledge in equipment preparation/operation
- Ability to stay up to date with new technology
- Nursing procedures as covered by Ohio Revised Code 4723.28 and national standards of school nursing practice

### Additional Working Conditions:

- Frequent exposure to blood and bodily fluids.
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

### TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established in collaboration with the Educational Service Center of Central Ohio (ESCCO)

### EVALUATION:

Performance of this job will be evaluated in accordance with the expectations of the Board of Education and evaluation provisions of the ESCCO

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s).*

**Created May 2026**