

CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL NURSE**

File 307

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements a comprehensive school health service program.

NOTE: Student/staff assessment/treatment is limited to the evaluation of symptoms and administering emergency first aid. Duties may require traveling to buildings throughout the district.

- Minimum Qualifications:**
- Holds/maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Documents/maintains a record free of criminal violations that prohibit public school employment.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

- Essential Functions:**
- 1. Provides preventive services that protect/maintain student health, provide for a general sense of well-being and support the capacity for academic success.**
 - Assists with program planning. Identifies opportunities to enhance student learning.
 - Assists with district safety and blood borne pathogen compliance activities. Identifies hazards and recommends/implements remedial procedures.
 - Informs staff about individual student medical conditions and emergency action plans.
 - Prepares the school clinic. Requisitions supplies as needed to maintain dependable service.
 - Implements procedures to ensure that medicines are administered and stored safely.
 - Assists sick and injured students. Administers first aid. Investigates and documents injuries.
 - Reviews medical emergency authorization forms. Ensures permission forms are on file as needed for the release of health information. Communicates information to staff when required.
 - Ensures required state minimum student health screening activities are completed.
 - Ensures the immunization status of all students complies with state law.
 - Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
 - Consults with student's doctor to make exclusion or school readmission recommendations.
 - Consults with staff to facilitate the early identification of health risks.
 - Assesses student health conditions. Collaborates with doctors to develop student healthcare plans. Coordinates in-services for staff providing care for students with special medical needs.
 - Helps students monitor and manage acute/chronic medical conditions as needed.
 - Collaboratively identifies and resolves problems that impede student learning. Implements evidence-based interventions that produce tangible benefits within defined time-frames.
 - Works with staff to monitor intervention efficacy and implement modifications as needed.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

 - 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

- Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
- Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
 - Manages student behavior using positive behavioral support techniques.
- 6. Performs other specific job-related duties as directed.**
- Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.