

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** School Nurse

**Reports to:** Superintendent and/or Principal

**Employment Status:** Part-Time

**FLSA Status:**

**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; maintenance and review of student health care records, including immunization compliance; provides health care education to students and staff

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

**Essential Functions:**

- Conduct hearing, vision, scoliosis, 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 school district and the medical community
- Authorize exclusion and re-admission of students in connection with infectious and contagious diseases
- Dispense medication or delegate according to Ohio Revised Code with appropriate training, demonstrations, supervision, and evaluation
- Must be available for emergencies in the K-12 building
- 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 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 and emergency contact information 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
- 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, IEP's
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Ensure safety of students

- Provide counsel and assistance to teachers toward the solution of instructional problems, and in locating and securing various types of educational materials
- Participate in local and state seminars
- Purchase all necessary medical supplies, materials and equipment for the district
- Coordinate the activities related to the school nursing program
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Refer students in need of medical and dental care to the proper local agency
- Provide individual and group health counseling to students and parents
- Coordinate dental health program and screenings
- Coordinate and conduct adolescent development and HIV/AIDS education
- Schedule bloodborne pathogens in-services for district
- Act as CPR instructor for staff and students
- Plan and coordinate elementary and high school health fairs
- Schedule times for federal, state and local board of education required testing, IEP completion, annual review and placement meetings
- Coordinate and supervise local, county, state, and federal assistance and grant programs, e.g., district testing, special education units; secure and distribute necessary test forms
- Provide counsel and assistance to teachers in testing and writing IEP's
- Assist in the preparation of budgets pertaining to special education services
- Serve as liaison between school district and county board of education office, and other educational entities
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- LPN
- Certification in CPR
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**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
- Nursing procedures as covered by Ohio Revised Code 4723.28 and national standards of school nursing practice
- Ability to work effectively with others
- General operating knowledge of computers and related software

**Equipment Operated:**

- Computer
- Audiometer
- Sphygmomanometer
- Vision acuity screen
- Wheelchair
- Motor vehicle
- Eye chart
- Telephone
- Calculator
- Copy machine
- Fax machine
- Scales
- Stethoscope

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Frequent exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: 3-22-10