

**EVERGREEN LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **SCHOOL NURSE**

**File 304**

**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 a BSN degree and a valid state nursing license.
  - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
  - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Exhibits effective time management and resourceful problem-solving skills.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets mandated health screening requirements following a conditional offer of employment.
  - Shows evidence of core computer competencies deemed appropriate at the time of hire.

**Essential Functions:** **1. Provides preventive student health 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.
- Serves as district safety director, blood-borne pathogen compliance officer and staff trainer. Identifies hazards and recommends/implements remedial procedures.
- 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 and develops nursing care plans. Coordinates in-service training for staff providing care for students with special medical needs.
- Helps students monitor and manage acute/chronic medical conditions as needed.
- Helps resolve problems that impede student learning. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, reflective problem-solving skills and self-reliance.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Assists with drug/harassment/violence prevention and school safety programs.

**2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Performs all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Actively participates in staff meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance professional performance.**

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps manage/eliminate risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Evergreen Local School District.

The Evergreen Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: September, 2012