

UPPER SCIOTO VALLEY SCHOOL NURSE

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
School Nurse	Part-Time 5 days/week (M-F) 8:00 a.m. to 1:00 p.m. Some additional hours as needed and as directed by USV Superintendent/Principal	Until Filled	8/1/2019	Upper Scioto Valley Local School	Must hold, or have the ability to obtain, a valid ODE Pupil Services License and be a licensed Registered Nurse. Maximum 1,000 work hours for the school year.

If you have questions regarding the position and/or building assignment, please contact Craig Ludwig, Special Education Director at: cludwig@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application by visiting our website employment page at www.mresc.org or by clicking the “MRESC Application” link below:

[MRESC Application](#)

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE*OHIO

Title: SCHOOL NURSE

File 421

Reports to: Building or Program Administrator, Special Education Administrator, or Director as assigned by the Superintendent.

Job Objectives: The school nurse is a registered professional nurse certified with the State of Ohio working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Minimum Qualifications

- Valid license to practice as a Registered Nurse in the State of Ohio
- Valid Ohio School Nurse Certificate/License.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Valid Ohio Driver's License

Responsibilities and Essential Functions: The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with school staff, clinic aides, district nurses and school physicians in developing and implementing a total school health program.
- Consults with clinic aides as needed to problem solve clinical issues and student, parent or staff concerns.
- Delegates nursing tasks to designated staff in accordance with Ohio's Nurse Practice Act, documents and maintains records of clinical training.
- Determines annual health status of students from emergency medical card information, past pertinent health history, student observation, consultation and compiles annual confidential student health concerns for staff.
- Assures that health screenings and referrals mandated by the State and District Policy are completed either by the aide or building nurse.
- Utilizes professional knowledge and skills to personally assess or gather information from school staff to evaluate the signs and symptoms of student illness or injury, provides or recommends appropriate nursing interventions, and refers staff or students for medical or dental follow-up.
- Provides health counseling to students and staff, and refers to physicians, mental health counselors and agencies after consultation with building administration.
- Documents and communicates to appropriate school staff, the nature of a student's injury, illness, or special health care need, and offers recommendations for classroom management.
- Assists in the administration and monitoring of student medications and treatments according to District/ESC Policy, and Ohio Law.
- Obtains consent and administers Hepatitis-B vaccines to District employees, and maintains records according to District/ESC Policy and OSHA requirements.
- Prepares student individual health care plans, and as requested attends 504/IEP meetings for students with medical health care needs.

- Participates in the medical evaluation and school management of special education and medically fragile students.
- Follows State, County and City Health Department guidelines for control and management of communicable diseases in consultation with the District Physician as needed.
- Promotes environmental health and safety for staff and students.
- Prepares and submits required State, Local and District Health reports.
- Participates in Professional Development through attendance at appropriate Nursing conferences and workshops.
- Provides students with preventative health education opportunities.
- Provides medication training to medically unlicensed staff.
- Assures compliance with District/ESC Policy and Ohio immunization laws through appropriate referral to physicians and health care facilities for immunizations.
- Assures compliance with District/ESC Policy and State laws regarding student immunizations, exemptions, and exclusions by assessing documenting, and maintaining the status of all student immunization records.
- Serves as a liaison between school administrators, school staff, community physicians, health care agencies and the student/family regarding health issues.
- Provides educational inservice/training to clinic aides annually or as needed.
- Responds to inquiries from principals, student, staff and parents following District guidelines regarding health issues.
- Participates in the identification, reporting and management of students suspected of being abused or neglected.
- Other duties as assigned by his or her supervisor, Superintendent or his/her designee.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating subject matter competence and proficiency.
- Displaying enthusiasm for education and the teaching profession.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the school district.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively.
- Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Being punctual and maintaining a consistent attendance record.
- Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performing activities that require stooping, kneeling, and/or crouching.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory
Responsibility:**

Under the direction of the supervisor: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned aides, student teachers, and volunteers.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the governing board. The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Date)

(Superintendent or designee)

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. I further certify that I have reviewed the Midwest Regional ESC's Policy and Procedural manual available on the Midwest Regional ESC web site.

(Date)

(Signature)