WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: School Nurse
Reports To: Principal / District Supervising Nurse
FLSA Status: Classified Staff
Approved Date: 11/19/2024

GENERAL DESCRIPTION
Provides health care services to students and faculty. Monitor and maintain the health records of students and communicate with parents and staff regarding students' health needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collaborates with other school professionals, parents, and healthcare providers, and other stakeholders to meet the health, developmental, and educational needs of the students
- Promotes and assists in the design and delivery of health education for students and families
- Utilizes a systematic approach to problem solving in the school setting and maintains the necessary clinical skills to accomplish this objective
- Collaborates with community members in the delivery of health and social services and serves as a school-community liaison
- Participates in the formulation and revision of district policies related to school health plans
- Performs student health assessments, maintains school health records and completes all required reports
- Responds to emergency situations in a professional manner
- Maintains accurate and complete records as required by law, district policy, and administrative regulation
- Adheres to the policies, regulations, and procedures of the West Clermont Local School District and comply with building regulations and procedures
- Maintains the school clinic to assist injured and ill students and staff
- Provides first aid and assesses the severity of illnesses and injuries
- Screens students for vision and hearing in mandated grades annually and on an as needed basis
- Maintains all student health cumulative records and current immunizations
- Maintains and monitors the administration of all medications as prescribed by the physician according to district policy and state and federal guidelines and perform procedures for students with special health needs
- Communicate with parents/guardians regarding students' illnesses/injuries, health concerns, and failed screenings
- Develop and implement Individual Health Plans (IHP) and Emergency Action Plans (EAP)
- Provide education for the staff regarding chronic medical conditions and EAP as needed
- Maintains current inventory of clinic supplies and equipment
- Maintains up to date knowledge of technology utilized by the district
- Bill medicaid for allowable reimbursements
- Provide medication administration training and delegation of nursing services to appropriate staff as needed
- Collaborates with Special Education and Section 504 as needed
- Assess students for injury following safe holds and documents appropriately

- Submit student incident reports to appropriate district administration within a timely manner
- Assists in identifying, reporting and documenting suspected child abuse and neglect cases in accordance with district policy and procedure
- Support student absence intervention team

PREFERENCES

- Communication skills need to be excellent-working with students, families, and staff
- Flexibility-changes can happen quickly, ability to respond to rapid changes
- Skilled at working with multiple things simultaneously.
    - Time management skills and ability to prioritize
- Ability to remain calm in a crisis
- Ability to work independently
- Strong assessment and problem solving skills
- Basic computer skills
- Responsible and dependable with a strong work ethic

PROFESSIONAL EXPECTATIONS

- Report to work regularly and on time, prepared to perform appropriately assigned duties throughout the day in service to students, staff, and the community.
- Prepare for and perform all assigned duties required by one's job description in a positive and collaborative manner.
- Follow justifiable directives issued by the established chain of authority with a learning-oriented attitude and seek support when needed.
- Identify, report, and/or if possible control unsafe conditions or safety hazards in order to maintain safe and secure working and learning environments.
- Demonstrate professional respect and integrity when interacting with students, parents, staff, community members, and other stakeholders. This includes, but is not limited to, verbal, nonverbal, personal, and electronic interactions.
- Comply with federal laws, state statutes, Board policies, and related administrative guidelines that prohibit coercive, harassing, threatening, retaliating, bullying, or discriminating conduct.
- Communicate in a truthful, timely, compassionate, and empathetic manner about any matter of interest to the District following the appropriate chain of authority.
- Manage district property and assets in an ethical and responsible manner in accordance with federal laws, state statutes, Board policies, and related administrative guidelines.
- Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative guidelines.
- Report actions, through the appropriate chain of authority, that may represent violations of federal laws, state statutes, Board policies, and related administrative guidelines.
- Refrain from unethical activity that may reasonably interfere with the legitimate operational interests and goals of the District
- Comply with all other federal laws, state statutes, Board policies, and related Administrative guidelines.

SUPERVISORY RESPONSIBILITIES

This person oversees the work of the Health Clinic Assistants. They may perform delegation to UAP per district delegation plan.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid certificate/ license as issued by the Ohio State Board of Education; Certificate, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education; Current CPR and First Aid Training

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES
Ability to establish and maintain effective working relationships with students, peers, parents and community; Ability to use a stethoscope, blood pressure cuff, pulse oximeter, light box/vision chart, audiometer and other medical equipment as required by position. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, reach with hands and arms, handle or feel and talk or hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 75 pounds if required to move an injured student or employee.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Signature Date