

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	SCHOOL NURSE	REPORTS TO:	Principals of assigned buildings and Director of Operations
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TRAINING QUALIFICATIONS

- College graduate with not less than a Bachelor's Degree.
- A graduate of an accredited School of Nursing
- Current Ohio Registered Nurse License
- Certified/licensed by the Ohio Department of Education as a school nurse
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

- To promote, protect, maintain, and improve the health status of students through the cooperative efforts of the student, his/her family, his/her health care providers, the school and the community

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revised:

- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Assists in the administration and monitoring of student medications and treatments according to district policy and Ohio law
2. Coordinates creating and implementation of individual health care plans, in collaboration with students, parents and health care providers
3. Participates in health evaluation and school management of special education and medically fragile students; attends 504/IEP meetings and participates in plan development where applicable
4. Follows state and county health department guidelines for control and management of communicable diseases
5. Promotes environmental health and safety for staff and students
6. Prepares and submits state, local and district health reports as required
7. Participates in professional development through attendance at appropriate district and nursing conferences
8. Provides students with preventative health education opportunities
9. Assures compliance with district policy and Ohio immunization laws regarding student immunizations, exemptions, and exclusions by assessing, documenting, and maintaining the status of all student immunization records
10. Assures compliance with district policy and Ohio immunization laws through appropriate referral to physicians and health care facilities for immunizations
11. Provides educational inservice/training to school staff annually or as needed
12. Orients health care assistants, subs and other school staff to clinic procedures
13. Delegates nursing tasks to designated staff in accordance with Ohio's Nurse Practice Act, documents and maintains records of training
14. Assures that Health screenings and referrals mandated by the State of Ohio are completed
15. Consults with clinic staff as needed to solve clinical issues and student, parent or staff concerns
16. Determines annual health status from emergency medical authorization forms, pertinent past medical history, student observation, consultation and shares appropriate information with school staff in a timely manner
17. Utilizes professional knowledge and skills to personally assess or gather information from school staff to evaluate signs and symptoms of student illness or injury, provides or recommends appropriate nursing interventions or first aid, and refers students or staff for medical or dental follow up
18. Provides health counseling to students and staff and refers for further evaluation and follow up
19. Coordinates school and community health activities and serves as a liaison health professional between the home, school and community
20. Acts as resource person in promoting health careers to students
21. Attends and/or is willing to participate in school related after school activities, within reason
22. Attends faculty meetings as required or requested within the normal school day
23. Completes required forms and paper work punctually and neatly
24. Enforces school rules and regulations effectively and in a supportive manner
25. Carries out in a supportive manner Board of Education policies and procedures and administrative rules and regulations
26. Serves on building or district committees as needed or requested, within reason
27. Fosters and maintains cooperative working relationships with other teachers and support service personnel
28. Supervises student teachers or field experience students as needed or requested
29. Seeks assistance, as needed or appropriate, of specialized district or county personnel:

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Adoption date:
Revised:

POSITION NO. 3.50

- a. Learning disabilities personnel
 - b. Psychological or guidance personnel
 - c. speech and hearing
30. Performs other duties as assigned

TERMS OF EMPLOYMENT	182 contract days
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