

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

REGISTERED NURSE

Minimum Qualifications:

- Current license to practice as a Registered Nurse in the State of Ohio
- Two years' experience in Pediatric, Public Health or School Nursing
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- 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, typical office applications and computer programs such as word processing, spreadsheets, and presentations; able to use email
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Can 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 one's own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriately
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director of Student Services or assigned designee

Job Objectives:

The registered nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. The registered nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Collaborates with school staff, clinic aides, district nurses and school physicians in developing and implementing a total school health program
- 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
- 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 and 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
- Participates in the identification, reporting and management of students suspected of being abused or neglected
- Assists in the administration and monitoring of student medications and treatments according to District Policy, and Ohio Law
- 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 District and Nursing conferences
- Provides students with preventative health education opportunities.

- Provides medication training to medically non-licensed staff
- Assures compliance with District Policy and Ohio immunization laws through appropriate referral to physicians and health care facilities for immunizations
- Assures compliance with District 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
- Responds to inquiries from principals, students, staff, and parents following District guidelines regarding health issues
- Ensures the safety of students
- Establishes and maintains cooperative professional relationships
- Remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district
- Exhibits professional behavior, emotional stability, and sound judgment.
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Understands the legal responsibility to help instill
- In students the belief in and practice of, ethical principles and democratic values
- Maintains confidentiality and respect for confidential information at all times
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC of Central Ohio.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior the expiration of the present certificate/license.

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