

**HILLSBORO CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

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

**File 303**

**Reports to:**           Principal

**Job Objective:**       Administers a comprehensive health service program that helps students achieve maximum benefit from the educational program. *Note:* The assessment/treatment of individuals beyond the evaluation of symptoms and administering emergency first aid is prohibited. Guardians are encouraged to contact a licensed medical provider for additional services.

**Minimum Qualifications:**

- BSN degree and a valid state nursing license.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.

**Essential Functions:**   The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with all stakeholders to identify ongoing/emerging school health needs of students. Facilitates the effective planning, delivery, and ongoing improvement of school health services.
- Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.
- Helps families understand school health program objectives and state mandated standards.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Refers district policy questions to administrators.
- Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.
- Serves as the district's blood-borne pathogen compliance officer and staff trainer.
- Dispenses authorized over the counter medications and prescription drugs. Develops and implements procedures to ensure that all medicines are stored safely.
- Provides assistance to sick and injured students. Administers first aid. Investigates and documents injuries. Ensures the accuracy of records.
- Reviews medical emergency authorization forms. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Ensures that all required state minimum student health screening activities are completed.
- Ensures that the immunization status of all students complies with state law.
- Consults with a student's doctor to make exclusion or school readmission recommendations.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- 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.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Supports grade-level curriculum implementation activities. Makes presentations when requested.
- Assists with the multi-factored evaluation (MFE) process when requested. Helps intervention assistance team (IAT) members prepare plans for students meeting eligibility requirements.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Maintains a positive environment.
- Collaborates with other staff.

- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Inspects program equipment to ensure that it is ready when needed. Works with the administration to schedule repairs by outside vendors. Maintains repair records. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general 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, and unforeseen events.

**Revised:** September, 2009

I have received a copy of this job description for my present position.

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Signature

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Date