



POSITION TITLE: School Nurse
POSITION REPORTS TO: Superintendent
EMPLOYEE CLASSIFICATION: Non-Exempt (Part-time, 10 months, 20-30 hrs/wk)
DIRECT REPORTS: N/A
REVISION DATE: Pending approval

POSITION SUMMARY DESCRIPTION:

The major focus of the school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is responsible for planning, implementing, coordinating and evaluating school health services that maximize the quantity of in-class time by reducing the incidence of health-related absenteeism, eliminate or minimize health problems which impair learning, promote the highest degree of independent functioning possible, and promote student, staff and community awareness of and participation in healthy behaviors.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide Standards of Care as indicated under the Ohio Nurse Practice Act.
- Under the direction of the Coordinator of Pupil Personnel the school nurse is responsible for planning, implementing, coordinating and evaluating the district’s school health services.
- Identifies health related barriers to learning (i.e., at risk behaviors, financial, cultural, economic, etc.)
- Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions.
- Makes independent and timely nursing decisions to triage emergency situations regarding the school community. Will notify the principal of potential exclusions and other health related problems.
- Elicit needed information and maintain effective working relationships.
- Deal tactfully with others and exercise good judgment in appraising situations.
- Interacts with and contributes to the professional development of peers and school personnel as colleagues.
- Collaborates with the client, the family, school staff and others in the conduct of school nursing practice.
- Integrates ethical provisions in all areas of practice.
- Considers factors related to safety, effectiveness, cost and impact on practice on the planning and delivery of school nursing services.
- Ability to supervise screening programs – vision and hearing as mandated by the Ohio Department of Health.
- Assist with tuberculin testing and dental programs.
- Make referrals to appropriate public agencies regarding concerns affecting a child’s health in school.

- Assist in, or conduct programs in, the realm of health education whenever possible.
- Always consider the nurse's functions in relation to and as a part of the total health program (with special emphasis on health education).
- Participate in in-service education programs at regular intervals, sponsored by the local health department, Ohio Department of Health, other agencies or programs.
- Participate in periodic conferences with Coordinator of Pupil Personnel to discuss the program, its objectives, and any major problems.
- Work as closely as possible, within the guidelines of the school health program, with all administrators, teachers, psychologist, speech therapists, cooks, custodians, and bus drivers to provide a better community understanding between all school personnel and the community of the school's role in improving the health of the community.
- Coordinate CPR/AED and First Aid training and refresher courses for response teams and responders.
- Abide by all Legacy Christian Academy policies

NON-ESSENTIAL FUNCTIONS:

Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of all school requirements and policies.

QUALIFICATIONS:

- Must have and maintain a valid license issued by the Ohio Board of Nursing
- Must have and maintain a valid registered school nursing certification/license issued by the Ohio Department of Education
- Must be able to reach, bend, crouch, and kneel and bend
- Must complete Hepatitis B vaccination series or sign a waiver
- Must obtain and maintain Child Abuse Awareness training within the first two years of employment
- Must obtain and maintain CPR/AED, and First Aid certifications
- Must obtain and maintain all State and Federal required certifications and training.
- Must meet the legal requirements relative to a criminal background check
- Must maintain liability/malpractice insurance through the Board of Education, OEA/NEA, or individually when appropriate

EXPECTATIONS:

- Born-again believer in Jesus Christ, active personal relationship with the Lord Jesus Christ, and has a commitment to a Christ centered lifestyle as stated in the Administrator/Teacher Contract.
- Has a Christian education conviction/has eligible children in Christian Education and will support the LCA philosophy.
- Demonstrate a sound understanding of the Bible and shares a clear, personal, Gospel testimony.
- Seek to role model, by personal example, in speech, actions, and attitude, a consistent

daily walk with Jesus Christ. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.

- Exhibits a firm reliance on prayer, believes that Christian Education is a biblical mandate for parents, and must have a commitment for LCA convictions, philosophy, mission and core values.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Exhort and encourage students to grow spiritually.
- Will demonstrate a caring heart for all people, particularly students and their families.
- Positive communication with school parents, students, staff, and others within the school community.
- Demonstrate a respect, based on a biblical worldview, for the diverse cultures, language skills and experiences of all students and their families.
- Refuse to use or circulate confidential information inappropriately.
- Committed to professional development and staying current with applicable technology applications, software, and equipment.

REQUIRED MENTAL/PHYSICAL ABILITIES:

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONSIDERATIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be exposed to all weather conditions. The employee may also be asked to participate in outdoor activities with students.

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.

ADDITIONAL WORKING CONDITIONS:

- This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Classification 1. A working condition of this position is frequent exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions

- Occasional interaction among unruly children
- Occasional exposure to hazardous situations
- Occasional interaction with hostile and/or aggressive individuals

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.

REQUIRED SIGNATURES:

Supervisor

Date

Employee

Date

Human Resources Representative

Date