

**THE TROY CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **SCHOOL NURSE** **File 307**

**Reports to:** Principal

**Job Objectives:** Administers a comprehensive health service program designed to help students achieve maximum benefit from the district's educational programs and services.

*Note:* Legal restrictions prohibit the diagnosis and/or treatment of individuals beyond the evaluation of symptoms and administering emergency first aid. Parents/guardians are encouraged to take students with suspected health concerns to a physician or other medical provider for follow-up services.

**Minimum Qualifications:**

- Valid Ohio Department of Education license/certificate appropriate for the assignment.
- Meets all mandated health requirements
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Extensive knowledge of normal growth and development.
- Ability to access pharmacology information and community health resources appropriate to the needs of students.
- Training in physical and behavioral management techniques.

**Essential Functions:** The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with district administrators regarding student health protective services. Helps identify safety and health hazards. Investigates and documents injuries. Recommends policy revisions based upon professional guidelines and standards.
- Serves as the district's blood borne pathogen compliance officer.
- Upholds board policies and follows administrative procedures.
- Supports community partnerships that enhance district programs.
- Prepares the clinic. Sets up equipment. Requisitions essential supplies. Promotes the proper use and care of school property. Oversees the cleaning, repair, and replacement of clinic equipment. Ensures that equipment is stored properly.
- Develops procedures to ensure that all medicines are stored safely. Regularly re-evaluates district procedures for dispensing medications.
- Provides assistance to sick and injured students. Administers first aid.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Determines the immunization status of all students. Ensures that signed permission forms for the release of information are on file.
- Performs all required state minimum screening activities. Makes exclusion or readmission recommendations regarding students with communicable diseases or other health concerns.
- Assists with the kindergarten-screening program.
- Instructs teachers in the early identification of students' health risks. Evaluates suspected medical, visual, or hearing problems. Attempts to consult with parents as needed (e.g., telephone calls, notes, conferences, etc.). Makes medical referrals. Attempts to respond promptly to parental concerns.
- Reviews completed medical emergency authorization forms. Communicates information to staff when required to protect students' health and/or well-being.
- Trains staff assigned to provide assistance to students (e.g., first aid, dispensing medication, tube feeding, suctioning, catheterization, etc.).
- Collaborates with teachers. Shares knowledge and resources that enhance student learning.
- Participates in curriculum planning and makes health/wellness presentations.
- Maintains accurate records. Supervises the preparation of clinical records to ensure accuracy. Submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Collects data that may be necessary to monitor academic and/or behavioral interventions.
- Makes referrals to the learning assistance team when a need is indicated. Works with team members to reach a consensus on a plan for the identified student.
- Maintains a working relationship with community health resources (e.g., mental health services, health care facilities, rehabilitation programs, etc.).
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Participates in conferences and other required school activities.
- Participates in professional growth opportunities.
- Accepts responsibility for work-related decisions and conduct.
- Strives to develop rapport with others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Acts in accordance with the professional code of ethics.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Averts problem situations and helps resolve conflicts.
- Exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include exposure to cleaning solvents, air borne particulates, and odors.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.
- Duties may include lifting carrying, and or moving work-related supplies/equipment.
- Duties may include bending, crouching, kneeling, reaching, and standing.

**Performance  
Evaluation:**

Job performance is evaluated according to the collective bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

*Revised: September 2004*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_