



Employment Opportunity  
Butler County Educational Service Center  
December 20, 2018  
REVISED

POSITION: Nurse -Talawanda

**GENERAL DESCRIPTION:** Nurse will provide nursing services for the district under the direction of the school nurse. Nurse will provide the fullest possible educational opportunity for district students by minimizing absence due to illness and creating a climate of health and well-being in district schools. School Health Services includes those services which are directly or indirectly related to the Ohio Department of Health requirements and all BCESC policies and rules with respect to the health of pupils and employees.

**QUALIFICATIONS:**

- An Ohio License required. LPN required, RN preferred
- Yearly CPR certification is required.
- At least one year of experience as a licensed nurse.
- Maintains licensure through continuing education.
- Good communication skills and ability to work with others.
- Willingness/ability to work as a team member.
- Ability to communicate effectively with staff, students, parents, and building administrators.
- Computer expertise appropriate to the position.
- History of good job attendance.
- Must pass criminal background check and be free from communicable disease.

**ESSENTIAL FUNCTIONS:**

- Maintains a confidential school health record for each pupil.
- Conducts appropriate health screenings as predetermined by Southwest.
- To identify students with health problems, nutritional needs, and obtains the pupil's health history as needed. Complete health plans when indicated.
- To assist in determining potential health problems which might interfere with student's learning potential.

- To act as a liaison between the needs of the students with chronic illnesses, handicaps, and health-related problems. The nurse may serve as a member of the team responsible for the management of the education of the handicapped.
- To maintain student health records
- To have the prime responsibility for the care of students ill or injured at school.
- To be involved actively in health counseling. The school nurse will act as a liaison among the student, parent(s), school staff, and the physician on health-related matters.
- To be responsible for facilitating the understanding of the School Health Policies.
- Reviews existing medical and dental examination reports.
- Complete vision and hearing screenings as well as maintain records.
- Consults with staff and other professionals regarding observations of pupil health status.
- Informs appropriate school staff about health information or personal health status.
- Assists the pupil and parent to assume responsibility for obtaining care.
- Information about the health care resources available and promotes appropriate contact with the agency or provider.
- Follows up to determine that the pupils health needs received professional care and school adjustments recommended by the health care provider are understood by the school staff.
- Reviews immunization records to comply with ODE licensing requirements.
- Follows all guidelines regarding communicable diseases.
- Screens pupils for health problems as needed.
- Maintains documentation of student visits and method of treatment.
- Reviews medical emergency forms for all students.
- Provides for safe and supplied clinic.
- Provides resources for health related needs.
- Participates in assessment of safety needs within school environment.
- Reports suspected cases of child abuse.
- Identifies and communicates the nature of the pupil's illness.
- Assumes personal responsibility for professional growth.
- Dress and grooming are professional and appropriate.
- Promptly submits reports and follows assigned tasks.
- Displays a warm, caring, and sincere interest in all students.
- Promotes school health services as a positive influence on community health standards.
- Participate in IEP process when needed

#### OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for staff and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, appropriate school law, requirements of the Ohio Department of Education; effective management procedure; required local, state, and federal reports; public relations; district and community resources.

Ability to: Interpret policies, rules, and regulations; compile and prepare required reports; make appropriate operational recommendations; communicate effectively; build trust; lift a moderate amount of weight, transport self and materials to work site.

Skill in: All relevant school nurse best practices.

#### EQUIPMENT OPERATED:

Computers and other instructional and office equipment.

#### ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to blood, bodily fluids and tissue, fumes, loud noise, and electrical hazards.

Periodic: Exposure to inclement weather driving conditions and severe weather.

Frequent: Exposure to traffic; exposure to unruly children/adults; sick children

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the district.

#### EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of support staff.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, appropriate school law, requirements of the Ohio Department of Education; effective management procedure; required local, state, and federal reports; public relations; district and community resources.

Ability to: Interpret policies, rules, and regulations; compile and prepare required reports; make appropriate operational recommendations; communicate effectively; build trust; lift a moderate amount of weight, transport self and materials to work site.

Skill in: All relevant school nurse best practices.

**EQUIPMENT OPERATED:**

Computers and other instructional and office equipment.

**ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to blood, bodily fluids and tissue, fumes, loud noise, and electrical hazards.

Periodic: Exposure to inclement weather driving conditions and severe weather.

Frequent: Exposure to traffic; exposure to unruly children/adults; sick children

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the district.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of support staff.

**STARTING DATE:** Immediately

**SALARY:** Based upon the approved Governing Board Salary Schedule

**BENEFITS:** Excellent benefits for all full time employees

**WORK YEAR:** Full Time – 187 days

**DEADLINE:** January 11, 2019 or until filled

**APPLY TO:** Apply by clicking here: [Application](#)

---

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.