Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Denise L. Robinson
Treasurer

Paula Crew
Superintendent

Ivan Gehret
Assistant Superintendent

June 15, 2018

INTERNAL POSTING ONLY

ANNOUNCEMENT OF VACANCY FOR THE 2018-19 SCHOOL YEAR

Position:	Full-Time School Nurse
Qualifications:	Valid Driver's License Valid State of Ohio license to practice as a Registered Nurse Current certificate issued by the State Department of Education Demonstrates a sincere desire to aid all students Good health, high moral character and good attendance
Beginning Date:	August 13, 2018
Application Deadline:	June 26, 2018
Required Application Materials:	Letter of interest; Current Resume: List of Professional References, including home, work, and cell phone numbers and relationship of the person to you; Complete set of transcripts (a copy is sufficient); District application form; Signed criminal history check authorization form; and Signed release of employment information authorization form. *Each listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.* **Internal applicants need only submit letter of interest and current resume.**

Mail or deliver the requested materials to the address listed below:

Mrs. Paula Crew, Superintendent
9760 W. National Rd.
New Carlisle, OH 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

"Learning for all – whatever it takes"

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL NURSE** **File 304**

Reports to: Assistant Superintendent

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

Minimum Qualifications:

- Valid state department of education school nurse license/B.S.N.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.
- Training and/or experience in behavioral management techniques.

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.

- Facilitates district CPR trainings and maintains documentation of individual credentials.
- Facilitates the effective planning, delivery, and ongoing improvement of program services.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Consults with district staff to identify ongoing/emerging health service needs of students.
- Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.
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- Prepares the clinic/treatment area. Requisitions supplies. Sets up equipment. Develops and implements procedures to ensure that all medicines are stored safely.
- Consults with staff to facilitate the early identification of health risks.
- 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.
- Makes students exclusion or readmission recommendations.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- 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.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Supports grade-level curriculum implementation activities. Makes health/wellness presentations when requested.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps parents/students understand academic and behavioral objectives.
- Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). 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 prevention awareness and intervention activities.

- Helps intervention assistance team (IST) members prepare plans for eligible students. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. 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 as directed.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- 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.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local 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 other unforeseen events. **Rev. 4/13**