



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION SCHOOL NURSE JOB DESCRIPTION

Position:	School Nurse
Department:	Certified
Building/Facility:	School-Wide
Reports to:	Building Principals/Superintendent
Employment Status:	Regular/Full-time (182 Days)
Status:	Non-Exempt
Qualifications:	High School Diploma Appropriate State of Ohio Medical certificate/license Alternative to the above qualifications as the superintendent and/or board of education may find appropriate
Description:	The School Nurse makes scheduled visitations to both school buildings in the system weekly and is on call for any emergencies during school hours at both buildings
Role Model:	To serve as a role model for students in how to conduct themselves as Citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice ethical principles and democratic values

Essential Functions:

- To help maintain good health within the school district
- To organize all immunization and testing programs for students and faculty in cooperation with the County Health Department and State Department of Health
- To maintain and keep up to date files on individual health record
- To file health records in permanent files of students who have graduated or withdrew from school.
- To work effectively with drug and alcohol prevention
- To perform such duties as designated by the Superintendent of Schools.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Ability to work in a team environment

Equipment Operated:

- TV/VCR
- Copy Machine
- Overhead projector
- Printer

- Computer
- Telephone
- Calculator
- Fax Machine

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluid and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle inclement weather conditions
- Frequent period of repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent standing, walking, reading, hearing, and seeing in color
- Occasional lifting, carrying, pushing, and/or pulling of items up to a maximum of 25 pounds

Oak Hill Union Local Schools Board of Education

Approved: 4/22/2003

Revision: 7/25/2018



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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date