

Job Title:	School Nurse
Department:	Health Services
Supervisor:	Chief Operations Officer
Job Type:	Full-Time, 10 Month
Employment Classification:	Exempt
Supervisory Role:	Yes

Job Summary

The School Nurse will oversee the clinic operation and promote physical, spiritual, and emotional health services designed to help students and staff achieve their maximum potential, grow academically, spiritually, and socially. Promotes overall health and wellness for students, faculty, and staff.

Note: Legal limitations prohibit the diagnosis and treatment of individuals beyond the evaluation of symptoms and administering first aid in emergencies. Students with suspected problems are referred to their parents/guardians for follow-up by their personal physician and/or other medical provider.

Essential Job Functions

- Perform all assigned duties according to the policies, rules, and regulations of Dayton Christian School, the Ohio Department of Education, and the Ohio Department of Health.
- Maintains medical standards with the Nurse Practice Act as defined by the state of Ohio
- As guidelines for health prevention are provided by outside groups, i.e.: hospitals, Ohio Dept. of Education, Ohio Dept. of Health, etc., consult with the COO prior to implementation to make sure recommendations are consistent with the mission, vision, statement of faith, white paper, and current philosophy toward overall health and wellness of Dayton Christian School.
- Provides overall clinical support for students.
- Provides overall instructions and procedures to assist in the daily operation of the clinic.
- Attends to urgent medical needs.
- Administers care to students and contacts parents as appropriate.
- Dispense medications within the scope of this position's licensing under the valid prescriptions of a licensed physician within the State of Ohio.
- Oversees student care, faculty and school office communication, and clinic coverage during school hours.

- Provides minor care and first aid as required.
- Communicates with various internal and external constituencies.
- Ensures overall confidentiality as related to Health Insurance Portability and Accountability Act (HIPAA.)
- Obtain individual health records as needed using a variety of information sources. Ensure the confidentiality of privileged information.
- Maintain files containing various health records and information:
 - Oversee the maintenance of records and reports (i.e.: emergency forms and daily or monthly reports).
 - Health screening documentation (i.e.: vision, hearing, scoliosis)
 - Notes of consultations with school personnel, parents/guardians, and other health care providers.
 - Health assessments. Follow-up advice regarding medical care.
 - Policy development based upon professional standards (i.e.: public law, Department of Education requirements, ethics codes.)
 - Consultation and support matters addressing school health issues.
- Provide follow-up activities for students, parents, and school personnel regarding suspected medical, visual, or hearing problems, including appropriate referrals, recommendations, and readmission procedures, as needed.
- Enforces all school health policies and procedures.
- Consult with school personnel on health protective services for students regarding safety, treatment, limitations, prescriptions, and compliance with applicable state law.
- Provide health and wellness programs to teach overall good health practices and teach prevention of illness. Conduct classroom presentations as requested.
- Participate in the review, updating, and development of school health-related policies.
- Attend appropriate meetings that support the provision of effective health service.
- Assist with research, planning, and development of special projects or reports, when requested.
- Conduct in-service programs for faculty and staff, including First Aid/CPR classes.
- Develop rapport and maintain the confidence of parents and students.
- Promote the proper care of school property, supplies, and equipment. Account for school resources used by students.
- Prepare the clinic areas at the beginning of the year. Retrieve inventory of supplies and equipment as required. Store equipment and supplies at the end of the school year.
- Participate in professional growth activities (i.e.: professional association, course work, workshops, seminars.).
- Enhances the reputation of Dayton Christian School and the school clinic by exploring opportunities to provide better customer service to all constituents.
- Perform other specific job-related duties as directed.

Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Analytical Skills:** Synthesizes complex or diverse information, prioritizes projects/needs, and determines best way of meeting deadlines and requirements.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Compliance:** Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with their respective job duties and responsibilities.
- **Confidentiality:** Maintains a high degree of confidentiality.
- **Judgment:** Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, and takes responsibility for communication including what is heard.
- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.
- **Training:** Completes Company-required training timely.

Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

Qualifications, Experience, and Education

- Born again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook.
- A valid State of Ohio School Nurse (K-12) certificate or license.
- Licensed Nurse with an active, encumbrance-free license by the State of Ohio.
- Obtain Red Cross First Aid/CPR/AED Instructor Certificate.
- Evidence of a clear record as determined by the Bureau of Criminal Identification and Investigate (BCI).
- Excellent organizational, communication, and interpersonal skills.
- Excellent verbal and written communication skills, evidence of ability to provide Christ-centered spiritual leadership for the clinic and be an effective listener.

- Demonstrate a caring heart for people. Build and maintain effective relationships with faculty, staff, and administrators at all levels of the organization as well as third-party vendors.
- High ethical standards reflected in personal integrity, business relationships, and decision-making.

Working Environment and Physical Requirements

- Ability to stand, sit, walk, and climb stairs at various times for various lengths of time.
- Ability to occasionally lift up to 40 pounds.
- Ability to physically respond to emergency situations (fire, tornado, student protection from intruder, etc.).
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Exposed to all weather conditions.

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

Acknowledgment

I, _____ (Print Name) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date