



## JOB POSTING

**TO:** All Staff  
**FROM:** Jacqueline Montgomery, Pupil Personnel Director  
**RE:** Substitute School Nurse  
**DATE:** August 5, 2024

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**POSTING DATE:** August 5, 2024  
**POSTING PERIOD:** August 5, 2024 - August 9, 2024

**APPLICATION TO:** Bellevue Board of Education  
Attn: Lisa Foos  
Bellevue City Schools  
125 North Street  
Bellevue, Ohio 44811-8003  
lisa.foos@bellevueschools.org

**POSITION:** Substitute School Nurse

**INFORMATION:** \$22 per hour as needed

### GENERAL REQUIREMENTS AND QUALIFICATIONS:

See attached job description

### ADDITIONAL INFORMATION:

- \* Bellevue City School District Board Policy
- \* BEA Agreement
- \* Ohio Department of Education regulations

- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications.

- The Board reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
  - A. Written letter of application specifying why position is desired
  - B. Other information pertinent to job vacancy
- First consideration will be given to current staff

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**The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in its education programs, activities, and employment practices.**

cc: All District

**BELLEVUE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** HEALTH SERVICES NURSE

**File 308**

**Reports to:** Director of Health Services

**Job Objective:** Implements a comprehensive school health service program.

NOTE: Student/staff assessment/treatment is limited to the evaluation of symptoms and administering emergency first aid. Duties may require traveling to buildings throughout the district.

**Minimum** · Holds a RN license and a valid state nursing license.

**Qualifications:** · Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.

- Articulates a clear school health care program philosophy and sustainable implementation strategy.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates leadership skills in developing/managing people.
- Demonstrates the ability to understand and influence the school district's dynamic political, social, economic, legal and cultural environment. Demonstrates budget management capabilities.
- Demonstrates the ability to use technology equipment/systems associated with job functions.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment.

**Essential**      **1. Manages the delivery/advancement of school health services.**

**Functions:** · Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.

- Contributes to the development of a comprehensive district-wide strategic plan.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Evaluates employee performance.
- Develops a work plan. Ensures all essential tasks are completed within required time-frames.
- Identifies safety/health hazards. Recommends improved safety procedures based upon professional guidelines and standards.
- Provides direction for school clinic operations.

- Follows procedures to ensure that all medicines are administered and stored safely.
- Implements protocols to safeguard student information shared with staff and/or referral sources.
- 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.
- Consults with student's doctor to make exclusion or school readmission recommendations.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- Consults with staff to facilitate the early identification of health risks.
- 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.
- Assists sick and injured students. Administers first aid. Investigates and documents injuries.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students better understand themselves, make appropriate choices and grow academically.
- Promotes cultural awareness, self-reliance, critical-thinking and creativity skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Supports grade-level curriculum implementation activities. Makes presentations when requested.
- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Helps staff and families address student academic/behavioral concerns.
- Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.

## HEALTH SERVICES NURSE

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- Initiates student/family referrals to community services (e.g., legal, health, social services, etc.). Serves as a contact person for public agencies and an intermediary for parents/staff.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Uses performance-based safety standards to evaluate the need to replace/upgrade equipment.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Maintains essential school health care services during department staff absences.

### **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.

### **3. Maintains open/effective communications. Serves as an information resource.**

- Communicates district objectives/performance expectations to stakeholders.
- Directs/chairs departmental meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

- Works with staff to ensure that shared resources/facilities are used effectively.

**4. Pursues opportunities to enhance professional performance.**

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.**

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.

Follows district protocol and state law when inappropriate behavior is encountered.

- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**HEALTH SERVICES NURSE**

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary 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, program/curriculum changes and unforeseen events.

**Revised:** March, 2012