



Clinic Nurse

Job Description Number: 806

Position: Clinic Nurse

Reports to: School Nurse and Supervisor

Employment Status: Regular/Full-time

FLSA Status: Classified

Description: Work as the Clinic Nurse and member of the Clinic Team to provide the fullest possible educational opportunity for all students by nurturing and fostering a climate of safe and healthy school considering the physical, mental, social, and emotional health of students and staff.

Qualifications:

1. The Clinic Nurse shall hold at least a registered professional nurse (RN) license or a license indicating a higher level of training that is valid in the State of Ohio.
2. Such alternatives to the above as deemed appropriate by the Superintendent

Preferred:

- Current Cardiopulmonary Resuscitation(CPR) Certification
- Two years experience in the field of nursing or medical assistance
- Trained and certified in a crisis de-escalation intervention

Note: The below lists are not ranked in order of importance

Essential Functions:

1. Provide school health services, including required vision and hearing screenings, requested assessments for growth and development, and current general state of health.
2. Refer students in need of medical care, dental care, or counseling and provide information, support, and counseling to parents/guardians and students.
3. Plan and supervise care for injured and ill students and staff members.
4. Lead the prevention and control of communicable diseases and referral for immunization as required by law.
5. Assist in the establishment of appropriate policies for the implementation of services.
6. Provide and administer clinic services in each building.
7. Manage health paperwork, including cumulative health and immunization records, for all students.
8. Work collaboratively with clinic staff to prepare and submit reports for state and local agencies and authorities.



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9. Develop health plans for students with chronic illness or disability for both health office nurse and Nurse supervisor
10. Advise and counsel students and school personnel about health matters.
11. Confer with teachers and staff members to evaluate the health status of the students.
12. Advise and cooperate with school personnel on the modification of the educational program to meet the needs of individual students.
13. Collaborate with students' teams as a health consultant when needed.
14. Provide a report of student health history and health assessment (i.e., vision and hearing assessments) timely and accurately that documents care and counseling provided to students and staff for legal purposes, as requested, for evaluations to determine eligibility for special education services.
15. Participate with school staff in developing and implementing school health curriculum and programs and serve as a resource person for health education and teaching segments of the health curriculum.
16. Attend staff, professional, and inter-agency meetings and educational workshops to maintain and improve skills.
17. Lead, assist, and participate in in-service training of school personnel related to the health and wellness of students and staff.
18. Assist school personnel in establishing comfortable, safe, healthy, and sanitary conditions in the schools.

Other Duties and Responsibilities:

- Learn with curiosity.
- Demonstrate kindness.
- Embrace equity.
- Support the values of our strategic and equity plans.
- Develop and sustain meaningful relationships with students, families, and staff.
- Ability to confidently and tactfully assist people in the midst of stressful, difficult, and challenging situations.
- Ability to interact positively and supportively with staff, students, families, and the community and be respectful of the variability of cultures, including socioeconomic status, family types, etc.
- Perform other duties as assigned by the Supervisor, Superintendent's Designee, or Superintendent.

Additional Working Conditions:

1. May occasionally be exposed to blood, bodily fluids, and tissue.
2. Must follow all safety guidelines for bloodborne pathogens.
3. Frequent interruption of tasks to support students, visitors, staff, and telephone.



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4. Must occasionally work nights/extended days due to school functions.
5. Must be able to assist others and move around the school and grounds.
6. Must be able to lift and move 40 lbs.
7. Repetitive hand motion (e.g., keyboard, typing) or voice-to-text.

~~Bexley City Schools is an affirmative action and equal opportunity employer committed to equity and inclusive practices. To perform this job successfully, an individual must be able to satisfactorily perform each essential job duty. Reasonable accommodations shall enable qualified individuals with disabilities or specialized needs to perform essential job functions.~~

~~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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, who will be appointed as the authority.~~

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