Geauga County Educational Service Center

Job Location: Notre Dame Elementary School

Title: School Nurse

Qualifications:

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     School Nurse Licensure

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Reports To: Supervising Nurse and District Administration

General Responsibilities: Manage and coordinate the assigned school’s health services program based on requirements established by school district policies, procedures, and protocols, and by state regulation and statues; maintain and operate the school clinic.

Illustrative Examples of Work:

\*Monitors compliance of school health program with federal, state and local laws, regulations and policies.

\*Initiates program changes if needed

\*Provides first aid care and medically prescribed services

\*Maintains security of school health supplies

\*Serves as a resource person on health issues

\*Provides staff development on health-related topics for school staff and volunteers

\*Provides follow-up evaluations on students as required

\*Corresponds with parents on health needs of children

\*Records immunizations, health findings, and other relevant health data

Knowledge, Skills, and Abilities: Ability to use clinic/medical equipment; possess basic pharmacological knowledge; ability to assess emergency situations and act accordingly; comfortable knowledge of universal procedures and ability to each this to others; good oral and written communication skills; basic computer skills; willing attitude to be a part of the school team; strong sense of professionalism; management and organizational ability; and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

Physical Requirements: Requires standing, sitting, repetitious hand and body movements, simple grasping, pushing/pulling, fine motor and gross motor skills, bending, lifting, squatting, kneeling, climbing, and reaching. Ability to lift students as required and has the stamina to stand all day, every day of the week as needed.

\*\*Salary and benefits established by the Geauga County Educational Service Center’s Governing Board and Superintendent

Please submit your resume and cover letter to Jennifer Klock: [Jennifer.klock@geaugaesc.org](mailto:Jennifer.klock@geaugaesc.org) (330) 968-9673