



# School Nurse - Substitute

**STARTING DATE:** 2020-2021 School Year  
**REPORTS TO:** Director of Secondary Education  
**WORK YEAR:** As needed  
**SALARY:** \$90 per day

## **QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- Valid Ohio Department of Education School Nurse License
- Valid Ohio Nurse license; RN preferred
- Current CPR/AED certification
- Minimum five years successful work experience in nursing
- Ability to perform physical activities, including lifting, walking, or standing for long periods of time
- Ability to communicate effectively with parents/guardians
- Demonstrated high interest in working with people
- Proficient with technology, including Microsoft Office applications
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Highly motivated self-starter with effective organizational and time management skills
- Ability to work with a wide range of students, including students with disabilities
- Demonstrated ability to work collaboratively with others and to lead and support colleagues
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Demonstrated knowledge and skills necessary to perform the functions and duties of this position
- Documented evidence of a clear criminal record

## **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Provide medical care, minor or emergency, to students and staff in a professional manner
- Collaborate with school staff and school nurse
- Stay current and abide by policies established by federal and state laws that apply to our school
- Stay current with health issues and trends and provide basic health information to students and staff
- Inform Director and Superintendent of potential health and safety hazards
- Manage student and staff medical emergency information
- Maintain confidentiality with regard to student and staff information and records
- Contact parents or guardian in cases of accident or illness. Obtain outside medical care in emergency cases.
- Implement plan to ensure student medications are administered properly. Ensure plan is in compliance with policy
- Maintain a daily report of student interventions
- Maintain supplies and equipment needed and make recommendation of needs to Supervisor
- Alert teachers to special needs of individual students
- Actively assist in upholding and enforcing school rules, administrative regulations and Board Policy
- Be active in faculty meetings and assist in staff committees as necessary
- Work under the guidelines of Greene County Career Center's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment
- Assume any other responsibilities as assigned by the Board of Education, Director, Supervisor, or their designee

**DEADLINE:** Posted until filled  
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**APPLY TO:** [jobs@greeneccc.com](mailto:jobs@greeneccc.com)  
Greene County Career Center  
2960 W. Enon Road  
Xenia, Ohio 45385

Posted 7/6/20

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