

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All
FROM: Human Resources
DATE: July 1, 2024

We are currently accepting applications for **Substitute Registered Nurse** for the 2024 - 2025 school year for the Lakota School District.

These positions vary in hours on an as needed basis and could potentially lead to part time or full time regular employment. All positions as a Substitute Registered Nurse pay \$26.16 per hour.

Minimum Requirements:

- Appropriate Ohio Nursing License

See attached job description for other information.

Interested candidates should complete an online application at www.lakotaonline.com through the Butler County Area Application Consortium. Please include education and references and submit the completed application through that system. Lakota will review applicants weekly and will contact potential candidates for interviews.

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Substitute Registered Nurse (RN)

Department: District wide

Reports to: Principal of Assigned Building / Manager Health Care Services

Hours: Up to 7.5 hours per day, 5 days per week as needed

Contract: As Needed

Salary Schedule: \$26.16 per hour

SUMMARY:

Serves as a nurse in a school building.

MINIMUM EDUCATION:

Must hold a current Ohio Registered Nurse license.

MINIMUM EXPERIENCE/ESSENTIAL QUALIFICATIONS:

- Must be able to be mobile enough to quickly access students in emergency situations in areas of the assigned facility which are away from the clinic. Must be mobile enough to stoop, bend, kneel, and possibly lay on the floor to provide emergency care as necessary.
- Must possess demonstrated ability to establish and maintain rapport with students.
- Must possess demonstrated ability to work cooperatively and effectively with others.
- Must possess demonstrated ability to communicate clearly and effectively, both orally and in writing.
- Must possess demonstrated skills of organization and problem solving.
- Must exhibit professional behavior and sound judgment.
- Must possess demonstrated commitment to serve as an ethical, positive role model.
- Must possess demonstrated computer skills.

JOB RESPONSIBILITIES:

- Conduct health appraisals of students.
- Screen for vision, hearing, and scoliosis, in coordination with Health Care Coordinator.
- Conduct follow-up measures for screening, in coordination with Health Care Coordinator.
- Follow up on communicable disease situations.
- Provide first aid for injured and sick students or staff.
- Dispense and monitor medications.
- Determine and recommend whether a student should be sent home for health reasons.
- Recommend when an ambulance should be called.
- Provide training to designated employees who are not licensed health professionals (school personnel) on administering medications in schools, in coordination with Health Care Coordinator.
- Review absenteeism with appropriate follow-up for excessive health-related absences.
- Establish and maintain a positive, working relationship with administration and colleagues.
- Establish and maintain positive communication with parents of students. Make provisions for being available to students and parents for health-related purposes outside the instructional day when required or requested to do so under reasonable terms. Respond to parent communications within 24 hours.
- Maintain accurate and complete health, immunization, and other records as directed by law, district policy, and/or administrative regulations.
- Provide schedules, description of duties and clear instructions for substitute nurse.
- Meet deadlines as related to responsibilities.
- Strive to maintain and improve professional competence.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

JOB RESPONSIBILITIES (CONTINUED):

- Establish a professional level of rapport with students. Create a clinic environment that is conducive to learning, is respectful of others, and is appropriate for the maturity level and interests of the students.
- Demonstrate flexibility in adjusting to changes, and reliability in carrying out responsibilities
- Establish and maintain a standard of clinic behavior and procedures consistent with building regulations and Board of Education policy. Maintain order in the clinic in a fair and just manner. Encourage students to exhibit behavior consistent with set standards.
- Communicate clearly and accurately in both written and oral forms in all aspects of instruction and employment.
- Meet attendance expectations for the position.
- Maintain necessary professional confidentiality.
- Other duties as assigned by supervisor or designee.

EMPLOYMENT REQUIREMENTS:

- Valid Ohio driver license
- Potential occasional exposure to blood and other bodily fluids
- Possible interaction with unruly students and/or adults
- May be required to drive from building to building in inclement weather
- May be assigned to monitor student conduct
- Work is performed in a school/office environment
- Ability to lift up to 50 lbs. on a routine and ongoing basis
- Bending, Lifting, Twisting and repetitive motion required