

Educational Service Center of Medina County

Job Description

Title: Assistant to the Director of Nursing

Reports To: Director of Nursing Services

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds high school diploma or equivalent as approved by the Superintendent and a nursing credential as determined by the Department of Nursing.
- Displays a high degree of knowledge and competency in current computer programs and office skills.
- Exhibits a basic to intermediate knowledge of and ability to utilize designated spreadsheet and database software.
- Exhibits a basic knowledge of and ability to operate modern office equipment.
- Demonstrates competency in spelling and grammar skills.
- Demonstrates a sincere desire to aid all students, staff, and the community.
- Demonstrates and maintains high moral character and a good attendance record.
- Takes directions and follows through in a timely manner.
- Works with little or no supervision.
- Works effectively with others (e.g., coworkers, supervisors, and Governing Board members).
- Prioritizes and completes job assignments from multiple supervisors.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Assists the Director of Nursing in department management and substitute staffing.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.

5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Maintains respect at all time for confidential information.
2. Displays professional conduct with the public and others requiring tact and diplomacy.
3. Demonstrates accuracy and efficiency in dealing with clients and members of the public.
4. Answers the telephone and handles questions and requests in a courteous, tactful, prompt, and correct manner.
5. Compiles statistics when necessary.
6. Handles routine correspondence independently.
7. Interacts in a positive manner with staff, students, and parents.
8. Attends meetings and in-services as required.
9. Prepares correspondence and documents using the appropriate computer software.
10. Organizes and maintains all files, reports, and records associated with assignment.

Other Duties and Responsibilities:

1. Maintains department database, which includes personnel and training data for staff members.
2. Assists in maintaining up-to-date staff member files.
3. Completes and submits to Treasurer's office forms for ordering, deposits, invoicing, refunds, etc., in a timely manner.
4. Prepares and processes supplemental agreements with customers as needed.
5. Prepares, sends, and compiles results from annual Nursing Services program evaluations for customer districts.
6. Schedules; publicizes; processes registrations; maintains accurate electronic database; prepares paperwork, equipment, and supplies; and communicates with participants and organizations for public educational programs (e.g., Safe Sitter® and American Heart Association).
7. Maintains the Nursing Services section of the ESC website, (both public and Intranet pages) and the ESC website calendar as needed.
8. Maintains electronic record of district students who have medical concerns.
9. Prepares folders for 1:1 students.
10. Facilitates staff and other meetings as requested, including notifications, room arrangements, minutes, and follow-up.

11. Creates and updates all department forms and provides such forms to staff members as needed.
12. Updates staff schedule, staff directory, and customer district list/calendars as needed.
13. Maintains up-to-date department manuals.
14. Collects activity logs from all staff members and maintains a running record of hours used for each customer district.
15. Updates and submits Director's mileage to Treasurer's office for reimbursement as requested.
16. Posts department job openings and assists in the hiring process in conjunction with Personnel Department as requested by Director.
17. Maintains equipment, i.e., audiometers and ESCMC AED machine.
18. Manages substitute staffing and the Aesop system for the Nursing Department.
19. Performs any or all other duties as assigned.
20. Provides substitute Nursing Services staffing as required.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children
4. Frequent repetitive hand motion (e.g., computer keyboarding, typing).
5. Frequent interruption of duties by visitors, staff, students, and/or telephone.
6. Occasional requirement to lift and carry up to a maximum of 20 pounds.
7. Occasional requirement to push and pull up to a maximum of 100 pounds (e.g., copier, tables).

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018