

Educational Service Center of Medina County

Job Description

Title: Director of Nursing Services

Reports To: Superintendent

Supervises: Registered Nurses, Licensed Practical Nurses, Health Aides and Assistant to the Director of Nursing to ensure quality of services provided to area schools and the community

FLSA Status: EXEMPT

Qualifications:

- Appropriate State of Ohio certification/license
- Self-directed and experience with personal computers
- Congenial disposition and strong interpersonal and organizational skills
- RN Licensure in good standing with the Board of Nursing
- Master's Degree preferred
- Five or more years of related experience
- American Heart Association Instructor
- Membership in the National Association of School Nurses and the Ohio Association of School Nurses
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license

Description:

Provide professional leadership in planning, staffing, implementing, and evaluating services of health personnel to the school districts, the ESC, and the community. Meet local and state and federal mandates regarding health issues by performing the following functions.

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.

Vision, Continuous Improvement, and Focus of Work:

1. Assists the Superintendent in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Chairs appropriate countywide committees.
4. Services upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
7. Serves as a member of the Service Center's Administrative Team.
8. Researches, writes, and administers grants that are related to the Service Center or its customers.
9. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
10. Assists in the recruiting, interviewing, and orientation of new ESC employees.
11. ESC liaison with statewide committees and networks.

Essential Functions:

1. Upholds board policies and follows administrative procedures
2. Promotes a positive image of the MCSESC and the local school district with staff, students, and parents
3. Assists staff members and schools through regular visitation and professional leadership offering consultation and recommendations regarding techniques, skills, and problem-solving strategies
4. Develops clear goals for the health services staff that are appropriate to the school community
5. Communicates with staff members health program development, goals, and outcomes
6. Develops and implements health services based upon assessed health needs of students and staff and expectations of parents, school personnel, and administration

7. Establishes a working relationship with Lodi Community Hospital to enhance through a collaborative effort the health services of the ESC nursing department
8. Determines individual and group professional growth needs and implements learning opportunities accordingly
9. Maintains written and verbal confidentiality at all times
10. Ensures compliance with local, state, and federal legislation by attending national, state, and local meetings as a basis for dissemination and interpretation of information
11. Seeks out appropriate resources to meet the needs of both staff and administration
12. Participates in or advises regarding school/district wellness initiatives, health and emergency planning
13. Participates in identifying, planning, and providing health/safety curricula, instruction, materials, and promotion activities for the school community
14. Provides an orientation program for new personnel and conducts subsequent staff meetings
15. Conducts program and staff evaluations and prepares necessary reports
16. Determines staff assignments and prepares annual schedules for services to the districts served
17. Formulates, revises, and implements school health policies and procedures, in collaboration with school administrators, that are in accordance with local and state laws, boards of health guidelines, and ESC nursing procedures
18. Follows standards of professional and ethical nursing practice and guidelines as defined by the American Nurses Association, Ohio Board of Nursing, and others relevant to nursing in the school setting
19. Delegates nursing tasks to unlicensed assistive personnel in accordance with the rules set forth by the Ohio Nurse Practice Act
20. Effectively manages time and organizes the workload to meet demands, schedules, and deadlines
21. Promotes the proper use and care of school property
22. Reports evidence of suspected child abuse as required by law
23. Acquires and maintains current knowledge and competency in school nursing practice through participation in professional growth activities including educational programs, self-study, and membership in school nursing professional organizations
24. Interfaces with university training programs and coordinates organization, implementation, and supervision of university trainees
25. Contributes to development of the departmental budget for specific annual expenses and monitors total staff costs
26. Monitors staff record-keeping to ensure compliance with all laws and standards of ethical conduct
27. Participates in OASN and NASN conferences/conventions

Management as the Primary Duty of the Position:

1. Directs and assigns employees.
2. Provides genuine input into the interviews, selection, and training of employees.
3. Provides genuine input into the hours of work for employees.
4. Provides genuine input into the discipline of employees.
5. Apportions work among employees.
6. Determines the type of equipment to be used in performing work or materials needed for employees.
7. Monitors work for legal or regulatory compliance.

Other Duties and Responsibilities:

1. Reacts productively to interruptions and changing conditions
2. Averts problem situations and intervenes to resolve conflicts
3. Maintains current CPR certification
4. Displays professional behavior in regard to appearance, demeanor, punctuality, and attendance
5. May assume role of substitute staff if primary staff is unavailable
6. Accepts responsibility for personal decisions and conduct; strives to develop rapport and serve as a positive role model for others

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of or passenger in a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Assume responsibility of maintaining up-to-date knowledge of technology utilized by the district.
5. Frequent requirement to work past scheduled hours on any given day due to emergencies and illnesses.

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 Governing Board Adopted: July 23, 2018
Revised by Governing Board: November 19, 2018