

## **Indian Hill Exempted Village School District Job Description**

**Job Title:** Health Specialist  
**Reports To:** Principal  
**FLSA Status:** Support  
**Approved By:** Board of Education  
**Approved Date:**

### **GENERAL DESCRIPTION**

Facilitates a healthy educational opportunity for all students by minimizing absences due to illness and creates a climate of safety, and health and well-being in the school for students and staff by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provides health care for the district to promote the well being of the students and staff.
2. Provides services to sick or injured students in the building.
3. Conducts screening programs as identified by state law or administration request.
4. Serves as a resource to the teachers and staff for health related issues.
5. Provides student instruction in selected health topics and issues.
6. Complies with the law regarding suspected child abuse.
7. Ensures safe storage and administration of medications during school hours.
8. Refers students in need of medical and/or dental care as appropriate.
9. Operates and maintains a variety of specialized equipment.
10. Attends meetings and workshops supporting better performance in the area of health services.
11. Prepares, maintains, and submits appropriate health records and reports as necessary.
12. Maintains up to date knowledge of technology utilized by the district.
13. Performs other duties as assigned by principal.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education; Registered (RN) or licensed practical nurse (LPN) licensed to practice professional nursing by the Ohio State Board of Nursing. Successful clinical nursing experience in hospital or school setting is required.

### **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or concerns from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

### **OTHER SKILLS AND ABILITIES**

Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable. Ability to make independent, immediate decisions. Ability to remain calm in emergency situations. Maintains capability to demonstrate respect for children, teenagers, and adults. Maintains competencies to record, transfer, and relate information. Ability to perform duties with awareness of district requirements and Board of Education policies. Ability to use equipment including, but not limited to, audiometer, otoscope, nebulizer, blood glucose monitors, peak flow meters, vision screen, sphygmomanometer, tube feeding, and catherization equipment and syringes.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 100 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*