

## **MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION**

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<b>Date:</b>	<b>9/24/2025</b>
<b>Title:</b>	<b>Clinic Aide</b>
<b>Reports To:</b>	<b>Building Principal(s) and Director of Student Services</b>
<b>Employment Status:</b>	<b>As Determined by the Director of Student Services</b>
<b>Days:</b>	<b>As Determined by the District</b>
<b>MOESC Pay Schedule:</b>	<b>As Determined by the District</b>
<b>FLSA:</b>	<b>Exempt</b>

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### **QUALIFICATIONS**

- Current Ohio **RN or LPN license** in good standing
- Registered Nurse (RN) License by the Ohio Board of Nursing
- Strong knowledge of nursing practices, procedures, and the Ohio Nurse Practice Act
- Valid Ohio Department of Education License
- Valid driver's license
- Successfully pass a BCI/FBI background check

### **GENERAL DESCRIPTION**

The Clinic Aide provides basic school health services that support the educational mission of the school, promote wellness, and ensure compliance with state and local health mandates. This role focuses on direct care for students and staff, health screenings, medication administration, health education, and clinic management, under the direction of a supervising School Nurse.

### **ESSENTIAL FUNCTIONS/SKILLS**

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.

#### **Direct Student & Staff Care**

- Provide first aid and emergency care for illness or injury during the school day.
- Administer prescribed and over-the-counter medications in compliance with district policy and Ohio law.
- Perform skilled nursing procedures safely and effectively within licensure scope.

- Support students with chronic health conditions by following Individual Health Plans (IHPs).
- Conduct vision, hearing, and other health screenings; make referrals for follow-up as appropriate.

#### **Health Management & Record Keeping**

- Maintain accurate, confidential health records for students, including immunizations, medications, and services provided.
- Monitor compliance with immunization and tuberculosis (TB) requirements per Ohio Department of Health guidelines.
- Inspect for communicable diseases; enforce exclusion/readmission policies in coordination with administration.
- Document all nursing interventions and clinic activities in a timely manner.

#### **Communication & Collaboration**

- Communicate effectively with students, families, staff, and administrators to support health needs.
- Collaborate with School Health Leaders, principals, and community health agencies on student care and health initiatives.
- Participate in planning for student health needs, school emergencies, and wellness promotion activities.
- Report suspected child abuse or neglect in compliance with state regulations.

#### **Administrative & Clinic Responsibilities**

- Maintain a clean, organized, and well-stocked school health clinic.
- Manage supplies and equipment; ensure safe storage and disposal of medications.
- Utilize technology to support documentation, communication, and reporting.
- Perform other related duties as assigned
- Possess the ability and skill to triage, of patient care, consultation, assessments
- Maintain high standards of ethics, honesty and integrity in all matters
- Comply with all Board Policies and Administrative Guidelines
- All other duties as assigned

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Adjust work hours necessary to complete duties
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals

- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Acts in accordance with the professional code of ethics
- Averts problem situations and intervenes to resolve conflicts
- Skillfully manages individual, group and organizational interactions
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

### **WORKING CONDITIONS**

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.

- Occasional exposure to blood, bodily fluids and students with challenging behavior
- Exposure to moving parts, fumes/airborne particles, toxic/dangerous chemicals, inclement weather driving conditions, loud noise, offensive odors, blood borne pathogens, contagious diseases and aberrant and dysfunctional behaviors which could be potentially harmful
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

### **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work with mobility equipment (i.e. wheelchairs, Hoyer lifts, etc.), adaptive equipment and devices, AED, hearing and vision screening machines, and other related medical equipment

- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

### **EVALUATION**

Performance of this job will be evaluated according to Mid-Ohio ESC board policy.

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 by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***