



~~~~~ NOTICE OF CLASSIFIED VACANCY ~~~~~

**POSITION: (Renhill) Health Monitor – Bucyrus Secondary School 2024-2025**

**CERTIFICATION:** Nursing experience LPN, RN, BSN

**QUALIFICATIONS:** Pass BCI and FBI background checks

Health Clinic Duties:

- Monitors students sent to the clinic for illness reasons.
- Renders basic first aid and administers student medications.
- Responds promptly to calls for assistance with sick or injured students. Initiates emergency procedures. Notifies parents or guardians as directed.
- Prepares requisitions and distributes medical supplies. Maintains inventory records and monitors budget expenditures as directed.
- Prepares the health clinic as directed. Sets up equipment and stocks supplies. Promotes the proper use, care, and security of school property.
- Types routine office documents. Duplicates and collates materials. Prepares special mailings for district-wide health program activities.
- Processes parent consent for administration of medication forms. Compares completed consent forms with medication labels to identify discrepancies.
- Administers medications as directed. Seeks advice when expectations are unclear. Keeps all medications locked in a secure cabinet.
- Helps collect and maintain student health records (e.g., immunization status, medical histories, etc.). Safeguards the confidentiality of medical information.
- Assists with screening activities (e.g., vision, hearing, scoliosis, pediculosis, etc.). Sets up equipment as directed.
- Helps coordinate the Hepatitis B immunization program.
- Prepares student files and medical reports (e.g., census data, county/state health department, intervention assistance teams, pupil services, etc.).

**HOURS:** 8 hours per day / 5 days per week, 184 days a year

**SALARY:** As per approved salary schedule\*

**START DATE:** (2024-2025 School Year) ~August 14, 2024

**POSITION POSTED:** May 8, 2024

**APPLICATION DEADLINE:** May 22, 2024 by 3pm

**APPLICATION PROCEDURE:**

Please submit application, resume and necessary credentials to:

Robert Britton, Superintendent  
Bucyrus City Schools  
170 Plymouth Street  
Bucyrus, OH 44820

or via email to [rbritton@bucyrusschools.org](mailto:rbritton@bucyrusschools.org)