

POSITION TITLE: Licensed Practical Nurse

QUALIFICATIONS: Must be certified as a Licensed Practical Nurse in the state of Virginia. Communicate effectively orally and in writing. Excellent organizational, planning, customer service and public relations skills are essential. Must have the ability to work effectively with children of various ages, young adults, families, teachers and school administrators. Must have an understanding of public school education procedures and policies and the effective operation of a nurse office in a public school. Must have comprehensive knowledge of the coordination of health care service delivery, related service providers and community agencies and other resource providers. Must have the ability to establish and maintain effective working relationships with others and must be adaptable to changing priorities. Knowledge of social and economic conditions related to school health and the principles and practices of school health nursing. Should be knowledgeable of case management, ambulatory clinic services and agencies that support the underserved and underinsured. Must be able to work independently and to effectively handle multiple assignments simultaneously. Must have the ability to work efficiently under on-site supervision. Performs nursing assessments, will perform lab tests, take measurements, implement care plans, including the administration of medication and IM injections and case management. Experience with Microsoft Office/Word, Excel, PowerPoint, Internet, Intranet and E-mail applications is required.

PERFORMANCE EXPECTATIONS: Ability to exercise sound independent nursing judgment, analyze and problem solve, organize work, and establish priorities. Serves as a health education resource person to staff and students. Distributes health topic bulletins to students, staff members, and parents. Conducts school programs of immunizations, sight and hearing testing as directed by the Coordinator of Nursing Services. Conducts medical case finding, screening, and referral activities related to health defect of selected students. Observe students on a regular basis to detect health needs. Maintains up-to-date cumulative health records on all students. Refers parents of pupils needing medical care or welfare assistance to appropriate private or community resources. Reports to parents, school personnel, physicians, clinics and other agencies on student health matters, as directed by the Coordinator of Nursing Services. Provides emergency nursing services for sick or injured students at school. Notifies parents of students about illnesses, physical defects and potential health problems and provides health counseling. Administers first aid in accordance with established first aid procedures and school board policy. Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases. Participates in in-service training programs. Must have phlebotomy skills. Certification in Heartsaver and/or Health Provider Cardiopulmonary Resuscitation (CPR). Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties are typically performed in a school clinic and other school settings. Occasional lifting of objects up to 40 pounds and moving of students weighing up to 150 pounds with assistive equipment may be necessary. Occasional exposure to potentially infectious diseases and blood borne pathogens may be necessary. Occasional movement of students by wheelchair and other mechanical devices may be necessary. Daily close and personal contact with students and regular contact with school teachers, counselors, psychologists and other specialists is necessary.

REPORTS TO: Coordinator School Health Services and Principal

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 115

LENGTH OF CONTRACT: 191 Days (9.5 months) – 7 Hours

FLSA: Non-exempt