

# Lauderdale County Schools

Florence, AL

## Job Description

Position: Nurse-Licensed Practical Nurse (LPN)

**Department:** Instructional Operations

**Reports To:** Principal/Nurse Supervisor

**FLSA Status:** Non-Exempt

**Contract Days:** 182 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Current Alabama Licensed Practical Nurse License without restrictions
2. Current BLS CPR certification from American Heart Association or American Red Cross
3. Must hold valid Alabama driver's license
4. Minimum of one year experience in hospital or community health setting.

**Purpose of Job**

To provide health services to students in assigned schools following federal and state laws and local school board policies. To promote the health and education of students as a result of school nursing practice. To maintain the health room including safe storage of medications, records and equipment. The practice of school nursing shall be within the scope and sequence of the Alabama administrative code and the Alabama Nurse Practice Act published by the Alabama Board of Nursing.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provide school nursing services in assigned schools
- Review the Health assessment record of all students yearly and communicate the need for a health plan to the Lead Nurse.
- Administer medications according to the Alabama Board of Nursing medication curriculum.
- Maintain health records according to Alabama State Department of Education recommendations.
- Administer invasive procedures according to physician written orders with parent permission within LPN scope of practice.
- Perform student health care according to the written Individual health care plan(s) and/or Emergency Action plan(s). Maintain and Distribute health plans to all personnel with a "need to Know".
- Provide Alabama Board of Nursing Medication curriculum training to unlicensed persons on assigned campus including a yearly update and periodic monitoring.
- Provide Alabama State Department of Education required health trainings to all staff on the assigned campus.

- Provide follow-up monitoring of skills for all Diabetes Assistants on assigned campus.
- Maintain student immunization records according to state immunization laws.
- **The LPN has a dependent role and provides student/faculty care only at the direction or communication of the RN.**
- Communicate to Lead Nurse Supervisor **immediately** regarding all health related emergency situations, medication or procedure errors and unusual occurrences.
- Obtain instruction and supervision from the Lead Nurse Supervisor as necessary when implementing new or unfamiliar nursing techniques, have a need for medical referral, have questions or concerns outside the LPN **scope of practice**.
- Communicate with the Lead Nurse to resolve situations beyond the expertise of the licensed practical nurse.
- Review Off Campus Trip form to determine the need for a Nurse or Medication assistant with school sponsored events off campus.
- Provide AED Maintenance and monitoring.
- May require bus riding nursing responsibilities.
- May require breakfast program nursing duties.
- Assist with health screenings that include vision, hearing, scoliosis and communicable diseases.
- Notify Lead Nurse Supervisor in the event the school nurse must be absent or leave campus.
- Responsible for securing a nurse substitute from the approved list and notifying the Lead Nurse of all absences.
- Assist lead nurse supervisor in securing medical records needed for special education placement and/or 504 services.
- Maintain confidentiality within legal, regulatory, and ethical parameters of health and education.
- Attend required nurse in-service trainings.
- Exhibit interpersonal skills needed to work as an effective team member.
- Collaborate with students, families, school staff, community and other providers in a professional manner.
- Must maintain nursing continuing education requirements for LPN license renewal.
- Performs such other tasks and assumes such other responsibilities as the Lead Nurse may assign.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. In addition; the performance of LPN nursing responsibilities will be evaluated throughout the school year by the Lead Nurse supervisor and a year- end written report will be provided.

### **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 talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)