

**ST. MARY PARISH PUBLIC SCHOOLS  
LICENSED PRACTICAL NURSE (L.P.N.)  
JOB DESCRIPTION**

**POSITION:** Licensed Practical Nurse (L.P.N.)

**REPORTS TO:** Registered Nurse for Health-Related Services, classroom teacher and school principal

**TERMS OF EMPLOYMENT:** Following the probationary period as set forth in policy GBG, terms of employment are 180 days.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**QUALIFICATIONS:**

1. Currently licensed by the Louisiana State Board of Practical Nurse Examiners.
2. Has been practicing nursing for at least (3) years.
3. Likes children and has some knowledge of health problems of children with disabilities.
4. CPR and Heimlich certified within the last year.
5. Demonstrates the ability to lift, bend, reach, kneel and stand for periods of time. Also, the ability to push/pull loads as required.

**JOB GOAL:** Delivers high quality nursing care, performs technical nursing skills with a high degree of proficiency, and provides individualized nursing care and assessments.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows all local, state and federal guidelines and laws for a practical nurse or when acting a paraprofessional in a classroom.
2. Performs non-complex procedures as prescribed by licensed physicians and or delegated by Registered Nurse.
  - a. Gastric tube feedings--Button, NG tube, & G tube.
  - b. Catheterization--CIC (Clean Intermittent Catheterization) and/or Sterile Catheterization.
  - c. Tracheotomy Care--Constant care, sterile suctioning, normal saline installation, emergency removal and replacement.
  - d. Ventilator Care--Provide constant monitoring, simple maintenance and backup (ambu) as needed.
  - e. Medications--dispense oral, via G tube, metered dose inhalers.
  - f. Total student care--repositioning, diapering, ROM exercises, spoon-feeding.
  - g. Vital Signs--weight, temperature, respiration, and B/P as needed.
  - h. Assist diabetic students with individual diabetic management plan needs for blood glucose monitoring, urine testing, snacks, school meals, and medication coverage if required for emergency needs or daily.
3. Attend and participate in in-service training sessions, become familiar with, and execute the education philosophy, policies and procedures governing education as defined by St. Mary Parish School Board Policy Manual and Special Services Policy and procedure Manual.
4. Under the supervision of instructional staff, including speech therapists, occupational therapists, physical therapists, and adaptive education teachers, work directly with students and assist staff.
5. Maintains proper charting and records of all procedures.
6. Using universal precautions, cleans equipment and determines its condition.
7. Assesses student(s) for adverse signs, and reports to the R.N. and/or M.D.
8. Rides bus to and from student's home for those requiring constant monitoring.
9. Communicate with using a log to keep parent/guardian abreast of student's day and any medical concerns.
10. Performs other duties as assigned by the R.N.
11. Provides assistance to teaching professionals when nursing skills are not needed.
  - a. Help achieve goals of IEP using traditional instruction or assistive technology devices.
  - b. Support and implement the behavior policies of the school as well as discipline plans designed for individual students.
  - c. Reinforce instruction through drill and practice activities.
  - d. Loads teacher-assigned student activities.
  - e. Checks students' work.
  - f. Demonstrates instructional material.
  - g. Files student works.
  - h. Prepares bulletin boards.
  - i. Supervises students at recess, school arrival and departure, and escorts students between sites.
  - j. Alerts the regular teacher to any problem or special information about an individual student.
  - k. Maintain confidentiality of student information.
  - l. Direct personal and parental concerns through proper channels (assigned teacher, Principal, appropriate other).
  - m. Performs other duties as assigned by teacher or Principal.
12. When the L.P.N. is assigned to meet a student's need and that child is absent, the L.P.N. will be assigned to work with other students in the classroom when functioning as a para by the R.N. to general student responsibilities such as:
  - a. Administering oral medications.
  - b. Providing first aid.
  - c. Vision, Hearing, and Scoliosis screening.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Non-Instructional/Support Services Staff.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_