

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

Licensed Practical Nurse / LPN

QUALIFICATIONS:

- (1) Florida R.N. or L.P.N. license.
- (2) Current First Aid and CPR Certification.
- (3) One (1) to three (3) years of pediatric, public health or school nursing experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of current trends, research and best practices relating to school nursing. Skilled in interpersonal relationships, handling student problems, concerns and emotional distress with sensitivity and tact. Ability to provide health services to all students in assigned school, including, but not limited to, health screenings, health assessments, health counseling, health education, medication administration, health record reviews and documentation of services, referrals and outcomes. Ability to work independently and make decisions with minimum supervision, to tolerate highly stressful situations, to handle multiple tasks in a professional and courteous manner. Ability to maintain confidentiality of health information. Ability to complete job duties following both the “School Health Services Act” and the “Nurse Practice Act” Florida Statutes.

REPORTS TO:

Specialist, Health Services, or School Principal.

JOB GOAL

To assess health needs and provide direct health services/consultations to students, and to protect and promote the health of students and personnel at assigned school(s).

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in taking of prescribed medication by students and maintain required records.
- * (2) Handle physician’s orders for medications and transcribe onto the medication administration record.
- * (3) Assess student health needs and provide first aid to students within the scope of licensure.
- * (4) Provide nursing procedures, per doctor’s orders, for catheterizations, tube feedings, glucose monitoring or other prescribed procedures.
- * (5) Coordinate, conduct, evaluate, refer and follow-up on required health screenings.
- * (6) Counsel students and parents concerning health problems.
- * (7) Maintain clinic in a safe and professional manner.
- * (8) Order and maintain clinic supplies as appropriate.
- * (9) Complete health room cards and keep records on students referred to the clinic.

LPN (Continued)

- *(10) Review health records and immunization for compliance, following state and district policy for non-compliance.
- *(11) Complete student health record for every student enrolled at assigned school(s), documenting identified problems and updating as needed.
- *(12) Prepare all required reports and maintain all appropriate records.
- *(13) Assist in the implementation of the annual School Health Services Plan and completion of data for the Annual Report.
- *(14) Provide annual employee bloodborne pathogen training.
- *(15) Provide CPR/First Aid training for school staff and post updated roster for assigned school(s).
- *(16) Assist with health related instruction of students, parents, or staff.
- *(17) Participate as a member of health and safety-related committees, as needed.
- *(18) Participate in workshops, in-service and other training sessions, as required.
- *(19) Maintain effective interpersonal relationships and communication with students, parents, school personnel and the community.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Demonstrate initiative in the performance of assigned responsibilities.
- *(23) Serve as health liaison between home and school.
- *(24) Model and maintain high ethical standards.
- *(25) Follow attendance, punctuality and proper dress rules.
- *(26) Follow all School Board policies, rules and regulations.
- *(27) Demonstrate support for the School District and its goals and priorities.
- *(28) Participate in ESE staffings, as needed.
- (29) Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

May require the assisted transfer/lifting of students to attend to personal needs. Utilization of proper body mechanics required for all such transfers/lifting.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance will be evaluated by the Principal. Principal evaluation will be in accordance with the provisions of the Board's policy on evaluation of personnel documented on the appropriate form. School Health Coordinator evaluation will include an annual site evaluation documented on the approved form.

*Essential Performance Responsibilities

Job Description Supplement Code 8