

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

LICENSED PRACTICAL NURSE

POSITION: Licensed Practical Nurse

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The Licensed Practical Nurse provides nursing services under the direction and guidance of the Registered Nurse to meet student health needs in routine and emergency situations. The Licensed Practical Nurse supports staff wellness programs and provides nursing care as defined by the Nurse Practice Act. The Licensed Practical Nurse is part of the community emergency response team as necessary, to assist with shelter and mass care operations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to provide appropriate health education and health counseling
- Possess knowledge of the Family Educational Rights and Privacy Act (FERPA) regulations
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of community health systems
- Possess knowledge of basic nursing practices, methods, and techniques
- Possess knowledge of pediatric growth and development
- Possess knowledge of pediatric and adolescent health problems

DUTIES AND RESPONSIBILITIES:

- Applies standard nursing practices and techniques to students with individual and/or multiple health problems or conditions
- Safeguards the life and health of students in routine and emergency care
- Conducts annual screening examinations of students for vision, hearing, and scoliosis. Shall record, refer, and follow-up on such referrals resulting from the screening program
- Communicates with and assists the Registered Nurse in identifying health related concerns impacting delivery of the instructional program and in regard to student health issues
- Collaborates with school and community agencies to provide educational, social, and health services to the local school population
- Maintains a safe and healthy working environment
- Administers medications as prescribed by authorized medical providers, following State of

- Maryland and school guidelines, and maintains medication records
- Provides regular (daily, weekly, etc.) school nursing services to selected students as prescribed by authorized medical providers or directed by the Registered Nurse
- Maintains accurate daily nursing notes and records, and prepares annual nursing summaries of school nursing services
- Provides nursing services following health care plans prepared by the Registered Nurse
- Serves as a contributing member of PST and IEP Teams in the absence of the Registered Nurse
- Assists in early identification, tracking, and control of communicable diseases
- Follows up for prolonged or excessive absences
- Attends and participates in school health and professional staff development activities
- Uses equipment and supplies effectively and efficiently
- Performs routine housekeeping and clerical duties
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Graduation from an approved practical nurse program
- License to practice as a Licensed Practical Nurse in the State of Maryland
- Two (2) years of experience working in a clinical setting
- Current certification in CPR/FA/AED

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025