

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

Licensed Practical Nurse (LPN) (Non-Competitive)

QUALIFICATIONS:

1. Possession of a permit or a license to practice as a Practical Nurse issued by the New York State Department of Education.

RESPONSIBLE TO: School Nurse

JOB GOAL: To perform basic nursing services at one or more schools in the maintenance of acceptable health standards and school health records and assist the School Nurse or Physician in maintaining the health services area.

GENERAL RESPONSIBILITIES:

- A. To assist the School Nurse or School Physician in the conduct of eye, hearing, and scoliosis testing of students.
- B. To administer first aid treatments to students or employees.
- C. To weigh and measure height of student or employees.
- D. To measure student's blood pressure.
- E. To arrange to transport sick or injured students to the hospital, home, or doctor's or dentist's office.
- F. To administer certain medications upon specific instructions of a physician.
- G. To maintain student medical history records.
- H. To maintain health office in an orderly manner.
- I. To order, inventory, and store first-aid and related health supplies and equipment.
- J. To assist in the preparation of records and reports as required.
- K. To type and file records, reports, and correspondence.



TERMS OF EMPLOYMENT: 10 month position

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Employee Performance Evaluation.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

