

Job Title:	NURSE (LPN)
Department:	Health Services
Reports to:	Director of Health Services, Principal, Assistant Superintendent
Classification:	Non-exempt / Support Staff
Employment:	9 months (179 days) / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

This position provides the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Demonstrates knowledge of basic first aid and safety procedures
2. Demonstrates knowledge of CPR, Heimlich maneuver and other emergency procedures
3. Aids in prevention and control of communicable diseases
4. Maintains a calm environment during emergency situations
5. Inventories and orders medical supplies
6. Informs principal of severe injuries, accident-prone areas and serious health concerns within the school and its environment
7. Demonstrates knowledge of appropriate screening procedures and equipment used for scoliosis, blood pressure, height, weight, vision and hearing
8. Schedules and completes screening procedures
9. Refers parents to appropriate community agencies based upon the screening results
10. Contacts parents for follow-up about screening results as needed
11. Listens to, gives medical advice and psychological support to student health concerns including pregnancy, sexual activity, eating disorders, and drug and alcohol abuse
12. Maintains current knowledge of medications, side effects, storage, preparation and administration
13. Teaches safe administration of medications to designated personnel
14. Demonstrates knowledge of current medical equipment and procedures for all students
15. Administer medications in a safe, controlled environment
16. Monitors student compliance with state immunization laws
17. Maintains accurate and current health information on all students to ensure the timely management of incoming and outgoing records
18. Provides medical information regarding students health history to principal and staff
19. Provides medical information regarding medication to local physicians and agencies
20. Contributes appropriate medical information toward Special Service I.E.P.'s
21. Makes parent contact about student's frequent physical complaints and/or frequent trips to

- nurse's office
22. Makes home visits when indicated
 23. schedules and attends parent conferences for student health problems
 24. Initiates referrals and follow-up relevant to the student's health needs
 25. Reports suspected child abuse to the state hot-line
 26. Demonstrates knowledge of subject information
 27. Provides classroom presentation upon teacher requests
 28. Demonstrates knowledge of obtaining outside resources
 29. Provides individual health instruction
 30. Provides information and/or materials to parents about various health concerns such as head lice, pink eye, chicken pox, etc.
 31. Helps formulate school health policies
 32. Upholds school board policies regarding health matters
 33. Serves on committees to review school health curriculum
 34. Maintains confidential nature of all school-related matters.
 35. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

Supervises students under care at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

1. Valid license to practice as a nurse.
2. Experience in public health nursing preferably in a school district.

Certificates, Licenses, Registrations

1. Basic First Aid training and CPR/AED certified.
2. Physically capable of assisting students with health care needs that may require lifting, positioning, transferring, restraining, or transporting within the school environment and during school events.

SKILLS AND ABILITIES

Language, Computation, Reasoning, Technology, Additional Skills and Abilities

The ability to read, write, and communicate fluently are required. Minimal math skills are required. The ability to investigate, fact find, and problem-solve are needed qualifications. Employee must be able to interpret and follow directions. As well as, operate proficiently hardware and/or software specific to employment.

Additional Skills and Abilities

Identify needs of individual students and to adapt accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously.

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 essential functions.

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, reposition weight up to 150 lbs., pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs. Physically capable of assisting students with health care needs that may require lifting, positioning, transferring, restraining, or transporting within the school environment and during school events. Able to treat a patient lying in a prone position.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Hours may vary. Consistent and regular attendance is an essential component of this job. In district travel may be necessary on occasion.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual may be required to work outdoors for short periods of time. Exposure to illness can be expected. The work will require the use of protective equipment such as masks or gloves.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.