

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

NURSE -- LICENSED PRACTICAL

JOB DESCRIPTION

JOB CODE: 613201, 613211 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 27
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) Current Florida LPN (Licensed Practical Nurse) license or GNP (General Nurse Practitioner) with board testing scheduled and licensure within six months of hire.
- (2) Current American Heart Health Care Provider and CPR Certification.
- (3) Pediatric or public health experience, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to observe students for health patterns which may affect healthy development, ability to carry out nursing care plans for students with chronic health problems and coordinate and implement nursing interventions required for maintenance of student health. The ability to administer student medication within state law and Board policies. Ability to demonstrate effective skills of listening, speaking and writing. Ability to establish and maintain effective working relationships with school personnel, parents, children and agencies. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To provide health services for students at the assigned school site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare the school clinic area for use, assuring safety, cleanliness and adequate stocking of supplies.
- * (2) Coordinate, perform, document and report results of required student health screenings.
- * (3) Provide to parents a list of possible community & state agencies available to assist in health care needs. Assist and educate parents on how to acquire health insurance, free or low cost health care as needed.
- * (4) Document health interventions and medications provided to students in appropriate nursing format.
- * (5) Contact parent/guardian as needed.
- * (6) Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.

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- * (7) Administer CPR if indicated in emergency situations.
- * (8) Refer suspected child abuse following appropriate School Board policies.
- * (9) Assist students with required medications, documenting according to established guidelines.
- * (10) Support and participate in health screening activities, special clinics and staff meetings as directed.
- * (11) Administer and store medications following school and county policies.
- * (12) Review health records and immunization for compliance.
- * (13) Maintain a current list of students with acute and/or chronic conditions.
- * (14) Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
- * (15) Serve as a health liaison between home and school.
- * (16) Assist school personnel with completion of incident/accident reports.
- * (17) Assist students in transferring from wheelchair to alternate position with assistance of other staff members.
- * (18) Serve on school/district committees as required or appropriate.
- * (19) Adhere to applicable safety standards as provided in School Health Services Handbook.
- * (20) Attend all staff meetings and workshops.
- * (21) Assist with maintaining a clean and orderly environment.
- * (22) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (23) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Follow attendance, punctuality and proper dress rules.
- * (29) Maintain confidentiality regarding health/school/workplace matters.
- * (30) Maintain expertise in assigned area.
- * (31) Manage time efficiently.
- * (32) Model and maintain high ethical standards.
- * (33) Participate in cross-training activities as required.
- * (34) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (35) Prepare all required reports and maintain updated and accurate records.
- * (36) Represent the District in a positive and professional manner.
- * (37) Respond to inquiries and concerns in a timely manner.
- (38) Perform other duties as assigned.
- * (39) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

NURSE -- LICENSED PRACTICAL (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. School nurses will be evaluated by Health Services Supervisor per Florida Statute, in cooperation with school principal.

Job Description Addendum No. 04

Adopted: 8/2/11

Revised: 11/5/13