

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SCHOOL NURSE, LICENSED PRACTICAL NURSE (LPN) LEVEL

QUALIFICATIONS:

- 1) High School Diploma or GED, plus
- 2) Certification as a Licensed Practical Nurse in Florida
- 3) Current CPR/AED and First Aid Certification

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of common student illnesses. Must have knowledge of student physical and mental handicaps and basic health and first aid procedures. Knowledge of school health program guidelines and regulations. Skilled in pediatric medically complex procedures such as but not limited to, gastrostomy tube feedings, airway suctioning, blood glucose monitoring, and intermittent clean catheterization. Ability to transfer students from and safely use wheelchairs, beds, walkers, Hoyer-lifts and other special needs equipment.

REPORTS TO:

Principal/Registered Nurse

JOB GOAL

To ensure the health and safety of assigned students and to provide medical assistance to students in your care.

PERFORMANCE RESPONSIBILITIES:

- 1) Provide services, within the scope of licensure, to meet the medical needs of identified students, including but not limited to suctioning, gastrointestinal tube feeding, nebulizer treatments, and other medical needs.
- 2) Follow OSHA and communicable disease guidelines.
- 3) Attend school staff and school health meetings.
- 4) Consult with the Registered Nurse as necessary or appropriate.
- 5) Manage or assist in managing emergency health needs.
- 6) Ensure adherence to good safety standards.
- 7) Maintain confidentiality regarding school/workplace matters.
- 8) Exhibit interpersonal skills to work as an effective team member. Model and maintain high ethical standards.
- 9) Administer authorized medications in accordance with the state law and School Board policies.
- 10) Represent the school and district in a positive and professional manner.
- 11) Demonstrate initiative in the performance of assigned responsibilities.
- 12) Communicate effectively with students, parents, staff and administration.
- 13) Keep supervisor informed of potential problems or unusual events.
- 14) Prepare all required reports and maintain all appropriate records.
- 15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- 16) Perform other tasks consistent with the goals and objectives of this position.
- 17) Initiate Individual Health Care Plans for selected exceptional students.
- 18) Must be and maintain, CPR, AED and First Aid Certification.
- 19) Chart and record administration of medications.

SCHOOL NURSE, LICENSED PRACTICAL NURSE (LPN) LEVEL (Continued)

20) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently as daily, as needed to care for medically complex students.

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 of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 11
Group 10 of the ESP Salary Schedule
DOE Job Code 61321**

Board Approval ~~10/09/2018~~ 09/09/2021