

# DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE  
DECATUR, ALABAMA 35601  
www.dcs.edu



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## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: June 26, 2023  
SUBJECT: **RN and LPN Vacancy**

The following positions are open and will be filled by the Decatur City Board of Education:

## DECATUR CITY SCHOOLS

**Registered Nurse (7.5 hrs./187 days)-2 positions  
Licensed Practical Nurse (7.5 hrs./187 days)**

### OPEN UNTIL FILLED

Persons interested in the above positions should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: [www.dcs.edu](http://www.dcs.edu) entitled "Jobs."

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

**NOTE:** You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule K6**  
**RN**  
**187 Days, 7.5 Hours**

Step	RN-ASN	RN-BSN	RN-MSN	RN-DNP
0-2	45,551	48,987	52,386	56,381
3-5	50,104	53,883	57,619	62,013
6-8	52,297	56,242	60,141	64,728
9	52,998	57,063	60,948	65,674
10	52,998	57,103	60,957	65,730
11	52,998	57,144	61,567	66,387
12	53,962	58,150	62,183	67,052
13	54,015	58,244	62,805	67,722
14	54,555	58,827	63,433	68,400
15	55,191	59,505	64,068	69,084
16	55,651	60,009	64,708	69,774
17	56,208	60,609	65,355	70,472
18	56,770	61,215	66,008	71,177
19	57,338	61,827	66,668	71,889
20	57,911	62,445	67,335	72,607
21	58,491	63,070	68,009	73,334
22	59,075	63,700	68,688	74,066
23	59,666	64,338	69,375	74,807
24	60,263	64,982	70,070	75,556
25	60,865	65,631	70,770	76,311
26	61,473	66,287	71,477	77,074
27	62,089	66,951	72,193	77,846
28	62,709	67,620	72,914	78,623
29	63,337	68,296	73,644	79,410
30	63,970	68,978	74,379	80,203
31	64,609	69,668	75,123	81,005
32	65,256	70,366	75,875	81,816
33	65,908	71,068	76,633	82,634
34	66,567	71,779	77,399	83,460
35	67,233	72,497	78,174	84,295

\*\$1,000 added to total salary if hold and maintain National School Nurse Certification.

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule K5**  
**LPN/Registered Behavior Technician**

Rank	B
	187 Days
Step	7.5 Hours
0	33,264
1	33,264
2	33,264
3	36,587
4	36,587
5	36,587
6-8	38,191
9	39,344
10	39,737
11	40,134
12	40,536
13	40,941
14	41,351
15	41,765
16	42,182
17	42,604
18	43,030
19	43,460
20	43,894
21	44,334
22	44,777
23	45,225
24	45,677
25	46,134
26	46,595
27	47,061
28	47,532
29	48,007
30	48,487
31	48,972
32	49,462
33	49,956
34	50,455
35	50,960

## **Decatur City Schools**

### **JOB TITLE: Registered Nurse**

**SUMMARY:** Performs any combination of the following tasks in the classroom or school under the supervision of a nurse coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following to be performed under the supervision of a nurse coordinator:

Utilizes a distinct clinical knowledge base of decision-making in nursing practice.

Uses a systematic approach to problem solving in nursing practice.

Contributes to the education of the student with special health care needs by assessing the student, planning and providing appropriate nursing care, and evaluating the identified outcome of care.

Assists in the coordination of health screen programs.

Participates as the health specialist on IEP teams.

Trains staff to administer prescription medication.

Assists with health assistant coordinator and LPN responsibilities.

Performs required invasive procedures and/or supervises the performance of invasive procedures by an LPN.

Assists students, families and the school community to achieve optimal levels of wellness through appropriately designed and delivered health education.

Uses effective written, verbal and nonverbal communication skills.

Contributes to nursing and school health innovations in practice and participation in research or research-related activities.

Provides health in-service for LPN and school staff.

Maintains and updates cumulative health records.

Helps develop/revise school health policies, procedures and standing orders.

Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel.

Prepares first aid kits for each building.

Organizes, instructs, and supervises school health volunteers or assistants.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

**QUALIFICATION REQUIREMENTS :**

Possesses valid Alabama Registered Nurse Credentials.

Pediatric experience preferred. Bachelor of Science in Nursing preferred. Have the ability to assume the role of Nurse Coordinator if need arises.

**EDUCATION and/or EXPERIENCE:**

Valid Alabama Registered Nurse Credentials

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, bend, stoop, squat, crouch, kneel, use hands to finger, handle, or feel objects, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. The employee must occasionally lift, push, pull and/or move up to 50 pounds. Occasional restraining of out-of-control children is required. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions for short periods of time.

**Additional criteria for Nurse Coordinator**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following to be performed:

Provides effective leadership in planning, developing, implementing, and evaluating the nursing program as prescribed by local, state and federal requirements.

Assists in the recruiting, screening, selecting, and assigning of the school's nursing staff.

Assists in securing, maintaining, and managing material resources.

Prepares and administers the school nurse budget.

Assumes responsibility for scheduling school nurses.

Plans and accomplishes personal professional growth.

Demonstrates proficiency in written and oral communication.

Provides appropriate professional development opportunities for staff.

Provides a climate of high expectations for staff and students.

Supervises, observes and evaluates school nurses.

Attends professional meetings, writes reports, and maintains records.

Demonstrates professional ethics.

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

## **Decatur City Schools**

### **JOB TITLE: Licensed Practical Nurse**

**SUMMARY:** Performs any combination of the following tasks in the classroom or school under the supervision of a registered nurse. This position will entail working with students who have very severe and/or profound needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following to be performed under the supervision of a registered nurse:

#### Planner of student health care

- Utilizes a distinct clinical knowledge base of decision-making in nursing practice.
- Uses a systematic approach to problem solving in nursing practice.
- Contribute to the education of the student with special health care needs by assessing the student, planning and providing appropriate nursing care, and evaluating the identified outcomes of care.

#### Planner and coordinator of student health care

- Establishes and maintains a comprehensive school health program.
- Collaborates with other school professionals, parents, and caregivers to meet the health, developmental, and education needs of the students.
- Collaborates with members of the community in the delivery of health and social services and utilizes knowledge of community health systems and resources to function as a school-community liason.

#### Teacher, Communicator, and Investigator

- Assist students, families and the school community to achieve optimal levels of wellness through appropriately designed and delivered health education.
- Uses effective written, verbal and nonverbal communication skills.
- Contributes to nursing and school health innovations in practice and participation in research or research-related activities.

#### Professional Development

- Identifies, delineates, and clarifies the nursing role, promotes quality of care, pursues continued professional enhancement, and demonstrates professional conduct.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

#### **QUALIFICATION REQUIREMENTS :**

Possesses valid Alabama Licensed Practical Nurse Credentials

Pediatric experience preferred

**EDUCATION and/or EXPERIENCE:**

Valid Alabama Licensed Practical Nurse Credentials

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, bend, stoop, squat, crouch, kneel, use hands to finger, handle, or feel objects, or controls, and reach with hands and arms.

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**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions for short periods of time.

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