PAGE COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

JOB TITLE: School Licensed Practical Nurse

IMMEDIATE SUPERVISOR: Building Administrator(s), Supervising RN

LOCATION: Works in Various Schools Within Division

JOB CATEGORY: Classified

PAY GRADE: LPN Scale

FLSA STATUS: Non- Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Implements a school health program for a school population as defined by the school division under the direction of a licensed health professional and Registered Nurse (R.N.). Performs selected nursing acts and collaboration with licensed health professionals to implement school health services. Evaluates and meets or determines the need for additional services of immediate medical assistance of referred students and school personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information, while maintaining the safety and welfare for all students and staff members;
- Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare;

- Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse;
- Provides direct health services to students in assigned schools and attendance area. Assesses students' health needs as they arise and/or as requested by school administration;
- Maintains health clinics in assigned schools;
- Reviews all emergency care forms in assigned schools and attendance area in the Fall and when students transfer during the school year;
- Participants in the development of the Student Health Care Plans, which will be reviewed by Supervising RN;
- Confers with teachers on student health matters in assigned schools and attendance area;
- Instructs students and staff, as requested by the building administrator, on issues dealing with family life education and other health concerns;
- Provides individual or small group counseling related to student health matters as needed;
- Performs student health screenings including pediculosis checks in assigned schools;
- Remains informed and knowledge about health provisions within Virginia School Laws;
- Interprets and presents medical information to eligibility committee in special education as requested by building administrator(s);
- Maintains accurate records of all services provided;
- Maintains licensure/ certification; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Serves as a liaison with parents, primary health care providers and any other health officials/agencies that may be participating in the case management process;
- Attends workshops/seminars/professional meetings to stay informed of new developments and literature in nursing;
- Cooperates with staff members and parents in maintaining a positive climate;
- Complies with and supports school and division regulations and policies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Models non-discriminatory practices in all activities
- Performs other duties as assigned by the building principal to address district-wide needs in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Decision-making skills are a significant skill of the job, affecting a large segment of the school, students, and teachers. Candidate must possess knowledge of nursing practices.

EDUCATION AND EXPERIENCE

Must hold a minimum of a current license as a licensed practical nurse from the Virginia State Board of Nursing. Candidates must hold a current certification in CPR-American Heart Association or American Red Cross.

SPECIAL REQUIREMENTS

Candidate must possess good moral character.

PHYSICAL DEMANDS/ REQUIREMENTS

Duties performed typically in school settings to include: school clinic, offices, conference centers, gymnasium, playground areas, and classrooms. Frequent walking, stooping, standing, lifting, up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other limited physical activities may be required. Frequent contact with the students, school administration, school personnel, the Director of Pupil Personnel, other health agencies, and parents is a requirement. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work. Travel may be required. Candidate must possess the ability to work with special needs students. Frequent contact with parents by phone and in person may be necessary. Occasional contact with medical professionals may be required.

EVALUATION

The building administrator, in collaboration with the supervising RN, will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.