



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	NURSE (LPN)
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8118
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building Principal and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP
- Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students and parents health related needs
- Establishes and maintains all necessary equipment and supplies for the school health room
- Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines
- Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up
- Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.)
- Assists with Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards
- Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP
- Assists JCPS RN/NP with immunization and physical clinics
- Acts as a resource for staff wellness programs
- Communicates with community health agencies to ascertain resources available to students in need
- Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP
- Collaborates with the various teams of District departments and other community agencies in developing, monitoring, and implementing CSH programs and activities
- Performs medical services for which training will be provided
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Current license as a Kentucky Licensed Practical Nurse (LPN)

One (1) year of successful experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Previous health related experience in a school setting

Previous nursing care experience working with special needs students

Previous pediatric/adolescent nursing experience

Experience in diverse workplace