



NEW: Submitted:
09/15/2021 09/14/2021

JOB TITLE:	NURSE (LPN) HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
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 and evaluated by Nurse Practitioner Health Services
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS

Current license as a Kentucky Licensed Practical Nurse (LPN) or license recognized by the KY Board of Nursing through the Interstate Compact

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