



Licensed Practical Nurse 9 Months / 6.5 Hours Per Day

REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL/NURSE

COORDINATOR/SCHOOL NURSE

FLSA STATUS: NON-EXEMPT

TO ASSIST THE SCHOOL NURSE IN CARRYING OUT A SCHOOL HEALTH SERVICES PROGRAM DESIGNED TO PROMOTE, MAINTAIN,

JOB SUMMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES

AND IMPROVE THE HEALTH OF STUDENTS.

A. PERFORMANCE RESPONSIBILITIES

1. Assists the school nurse with duties according to state law and the Nurse Practice Act
2. Provides basic first aid to ill or injured students according to established procedures
3. Notifies staff and parents when students are ill or injured
4. Monitors and offers comfort measures to students with minor discomforts
5. Assists in the administration of medication to students, according to Louisiana R.S. 17:436, Act 87 of 1993, and Board guidelines for administration of medication
6. Administers medication which cannot be delegated to an unlicensed school employee under the direction and supervision of the school registered nurse
7. Follows communicable disease guidelines and refers health problems to the administrator and/or school registered nurse
8. Maintains all health records and immunization records and refers suspect records to the school registered nurse
9. Assists in the maintenance and archiving of student health records, and orders supplies
10. Documents procedures on appropriate forms and reports to nurse on scheduled visits
11. Performs routine follow-up of minor health problems
12. Performs screenings according to state guidelines and refers students who fail the screening to the school nurse
13. Attends training sessions and workshops for health staff
14. Performs any other duties as assigned by the immediate supervisor/designee or superintendent

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Maintains the confidentiality of all student information, both written and oral, and school board business by refraining from accessing, discussing or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- Observes professional ethics as prescribed by the employee's profession/craft and in accordance with state law and board policy.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY



- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation and one written evaluation per year by supervisor shall be completed.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS

**Current license to practice in Louisiana as a Licensed Practical Nurse and a minimum of one year of experience as an LPN.
Maintains current CPR/First Aid/AED Certification**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: ability to grasp, lift, maneuver, carry, push, pull and/or move 50 to 80 pound objects (with assistance) on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

There will be a probationary period of 6 months from the date of employment for new employees. After 6 months, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Signature of Employee

Date