

Sheffield City Schools
Job Description – Licensed Practical Nurse (LPN)

POSITION TITLE: Licensed Practical Nurse (LPN)

QUALIFICATIONS:

- Applicant must have a high school diploma with no less than two years at an institution of higher learning.
- Must hold current/active Alabama Licensed Practical Nurse license.
- Ability and willingness to meet the needs of children with disabilities.
- Ability to work cooperatively with school personnel and parents.
- C.P.R. and First Aid certification preferred or willingness to obtain.

REPORTS TO: Principal and Registered Nurse (RN)

JOB GOAL: To help meet the needs of the children

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS (include but are not limited to:)

1. Collaborates with RN to identify students with special needs and assesses their current health status by collaborating with health care providers and parents.
2. Cooperates with RN to assess all pertinent data to develop and implement an Individualized Health Care Plan and Emergency Care Plan for student with special health care needs.
3. Communicates effectively with RN to keep care plans up-to-date, provide for coverage for absences and provide continuity of care.
4. Communicated with the special education teacher concerning medically relevant data related to the IEP.
5. Provides direct health care services as prescribed by the physician to include but not limited to: medication administration, gastrostomy feedings and emergency care, urinary catheterization (urethral and suprapubic), tracheostomy care, ostomy care, and invasive procedures according to all applicable requirements of the school district and regulatory agencies as applicable.
6. Documents all nursing activities thoroughly and accurately.
7. Assists in caring out policies and procedures for control of communicable diseases.
8. Provides first aid and health assessment for students with illness or injury throughout the school day and keep appropriate documentation.
9. Manages and maintain health station office.
10. Refers parents, students, teachers, health agencies, and individuals for health counseling to supervising RN.
11. Contacts supervising RN and principal regarding crisis situations in the school. These include child abuse, threatened/attempted suicide and accidents.
12. Performs nursing procedures for students according to the Alabama Nurse Practice Act.
13. Notifies parent(s) when student's school prescription medication supply is less than one week.
14. Notifies RN of medical questions or unusual occurrences.
15. Provides health related education to students as staff as directed by the RN.
16. Assists in health screenings (vision/hearing, scoliosis, dental, growth & development, etc.)
17. Performs other duties as assigned by the building principal or RN.
18. Applicant must have excellent people skills. Person will be assigned and available on a system-wide basis.

TERMS OF EMPLOYMENT: As assigned by the Board. Contract for 182 days – 7.0 or 7.5 hours per day

SALARY: Salary to be based on education and experience on the Sheffield City Schools' teacher aide salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.