SCHOOL NURSE (LICENSED PRACTICAL NURSE) – JOB DESCRIPTION
FLSA: Full-Time (Non-Exempt/Hourly)
Classification: Non-Certified Professional, Non-Instructional
Calendar: 178 Day (10 Month) – Click Here for Calendars
Pay Frequency: Monthly
PTO (Base): Vacation: 3, Sick: 10 – Refer to Policy 5.310
Reports to: Coordinated School Health Supervisor

JOB SUMMARY

The Licensed Practical Nurse (LPN) is responsible for performing student medical/health procedures as required during the school day, with parent permission according to a physician's order and under the supervision of the Registered Nurse. In addition, the Licensed Practical Nurse is responsible for providing assistance to Teachers as needed.

ESSENTIAL FUNCTIONS

Direct Health Care Provider for staff and students needing Health Services

In this role the Licensed Practical Nurse addresses the health needs of individual students or small groups of students through,

- Administers student medication as required during the school day, with parent permission according to a physician's order.
- Responds to any emergency medical situation on the school site.
- Maintains CPR Basic Life Support (BSL) certification through American Heart.
- Administers basic health care and first aid for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Collaborates with parents, students, health care providers and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Monitors all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with state law.
- Refers students and his/her parents or guardians requiring further medical attention and provides appropriate community resources of necessary services and assuring continuity of health service and care.
- Reports cases of suspected child abuse for the purpose of ensuring compliance with all related requirements of the law.
- Responds to emergency medical situation for the purpose of addressing immediate safety concerns.
- Participates in the yearly screening of students such as but not limited to, vision, height, weight, blood pressure, etc.
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Attends to the personal needs of the handicapped student including helping student to walk to class, boarding and un-boarding bus, putting on prosthetic appliances, eating, dressing and performing other physical activities as their needs arise.

Collaborator/Advocator

- In this role the Licensed Practical Nurse works with employees of the school system, community providers/ resources and student's families.
- Serves as interpreter of health mandates, recommendations and trends to school personnel through written school guidelines, best practices, etc.

- Collaborates with other student service personnel to prevent health problems form becoming reasons for educational failure.
- Functions as the liaison between the school and local health service agencies/providers and community resources.
- Supports the development and on-going functioning of the Healthy School Teams, the Staff Coordinating Council, and the School Health Advisory Committee.

General School Duties

In this role the Licensed Practical Nurse develops relationships with school personnel and students and assists in meeting the day to needs of the school. These duties are secondary to the function of the LPN as a school nurse.

- Administers, scores, and records such achievement and diagnostic tests as the Teacher recommends for individual students.
- Sets up, operates, and cares for learning/development equipment used in the classroom for instructional purposes.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Assists in supervising students during emergency drills, assemblies, play periods, assigned lunchroom periods, bus loading and unloading and transitions between rooms.
- Checks notebooks, corrects papers, and supervises testing and make-up work as assigned by the Teacher.
- Works with individual students or small groups of students as directed by the Teacher, to reinforce learning of material or skills.
- Arranges bulletin boards and assists in assimilating materials for class displays.
- Types and duplicates tests, worksheets and supplementary materials.

MARGINAL JOB FUNCTIONS

- ✓ Other duties as assigned within the scope of the Tennessee Nurse Practice Act for LPN's.
- ✓ Worthy of trust; reliable.
- ✓ Willingness to work with others to achieve organizational goals.
- ✓ Faithfulness to obligations and responsibilities; adherence to solutions, positions and decisions of the organization.
- ✓ The general ability to make sound decisions within the broad confines of policy and acceptable practices.
- ✓ Perform other duties as assigned by the Coordinated School Health Supervisor.
- ✓ Demonstrate personal characteristics expected of all Greeneville City Schools employees.
- ✓ Demonstrate English proficiency in oral and written English.
- ✓ Complete Employment Intention Form annually.
- ✓ Complete required annual and safety training via the designated Training Management System each school year by the established due date.
- ✓ Routinely review your Greeneville City Schools system email.
- ✓ Display your ID badge in a visible location at all times when providing services for Greeneville City Schools.
- ✓ Enter absence information timely via the designated Leave Management System.
- ✓ Non-certified hourly employees are required to clock in/out daily via the designated Time Keeping System to accurately record time worked.
- ✓ Meet the necessary health and physical qualifications.
- ✓ Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

EDUCATION/EXPERIENCE REQUIREMENTS

- Current valid unrestricted license to practice as an LPN in the state of Tennessee.
- CPR BLS by American Heart Certification required prior to start date.
- Minimum of one (1) year experience in pediatric nursing, public health nursing, school health nursing, or community health nursing preferred.

EQUIPMENT/TOOLS

Calculator, computer, copy machine, facsimile, medicine, nursing equipment, Microsoft Office, telephone

PHYSICAL ACTIVITIES/WORKING CONDITIONS

Heavy (lift over 60 lbs.), Occasional (over 15% and up to 40% of the time). Working indoors in environmentally controlled conditions. Other physical demands that may be required are as follows,

- Pushing
- Pulling
- Climbing
- Stooping
- Reaching.

PHYSICAL EXAMINATION REQUIRED

Post Offer Employment, Drug Test

TRAINING REQUIREMENTS

Alcohol/Drug Screening Guidelines, Automated External Defibrillators (AED)/HeartStart AED Demonstration, Basic Life Support (BSL), Bloodborne Pathogen Exposure Prevention, Concussion Awareness, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, First Aid/CPR/AED, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Youth Suicide

Greeneville City Schools reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.