

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SCHOOL NURSE-LPN**

SUPERVISOR: District Nurse and Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Current Kansas LPN License.
2. Diploma from an accredited LPN program.
3. Current certification in BLS.
4. Experience in pediatrics and school setting preferred.
5. Must have knowledge and ability to use health equipment and computer applications.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

POSITION FUNCTION: The School Nurse is jointly responsible to the Principal(s) in his/her assigned school and the District Nurse for providing school health services to pupils. The District Nurse provides technical supervision, arranges for professional growth experiences, and coordinates district-wide activities in this discipline according to established policies, guidelines, and departmental priorities.

ESSENTIAL FUNCTIONS:

1. Serves as a health advocate for the pupil.
2. Provides building level leadership to promote healthy attitudes among pupils and teachers and a safe and healthy school environment.
3. Encourages, coordinates, and participates in programs of health education through individual pupil/parent consultation and classroom participation.
4. Facilitates the implementation of Board of Education health related policies.
5. Assesses and implements care for pupils according to Board of Education policy, state School Accreditation standards, and Nurse Practice Act regulations.
6. Designs and implements, within approved procedures, a health appraisal program, including dental inspections, vision and hearing screening.
7. Collaborates with other school personnel, including administrators, support staff and teachers, toward the promotion of child health and its optimal interaction with education.
8. Counsels with pupils, parents, and school personnel concerning health needs or health concerns of pupils.
9. Works closely with family regarding the pupil's health needs, facilitating communication and health between the school, parents, and the pupil's health care provider.
10. Participates as a member of the Student Intervention and 504 Teams. Interprets pupil health status and, as indicated, plans, provides, and monitors related health services.
11. Assists in the prevention and control of communicable diseases, including monitoring of immunization status.

12. Is knowledgeable of community and health resources and assists parents to utilize these resources.
13. Notify parents of the need for medical and screening referrals, with follow up to ensure all students receive proper care.
14. Assists in providing emergency care for pupils and school personnel in case of injury or sudden illness until a lawful custodian assumes responsibility.
15. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration.
16. Ensure health room has first aid and health supplies and inform District Nurse monthly of any needed supplies; check AEDs weekly and notifies supervisors of any equipment needing repair.
17. Ensure a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of medical disorders and treatment.
2. Considerable knowledge of child growth and development.
3. Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
4. Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
5. Some knowledge of the school organization and community served.
6. Ability to identify abnormal growth and development and symptoms of disease.
7. Ability to coordinate and facilitate services between the school, local health agency, and other community resources.
8. Ability to develop positive working relationships

INTERRELATIONS: Heavy contact with staff and students. Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy. Must exhibit a professional manner and maintain a positive attitude with all students and colleagues.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Must occasionally work in a noisy and crowded environment, with numerous interruptions.
2. May be required to wear protective garments and/or gloves for exposure control under limited circumstances.
3. Ability to move, lift, pull or push heavy objects.

TERMS OF EMPLOYMENT:

1. At will
2. Up to a 40 hour work week.
3. Report to school 15-30 minutes before school begins and stays 15-30 minutes after school ends. Do not leave the building without administrative permission.

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

