

**Blount County Schools Job Description**

**Title: Licensed Practical Nurse/Registered Nurse (full time - 7 hours)**

**QUALIFICATIONS:**

Currently licensed as a Licensed Practical Nurse in the State of Tennessee; two years experience in pediatrics preferred; current CPR and First Aid Certification required; good health as evidenced by a physical examination

**REPORTS TO:**

Principal

**PRIMARY JOB GOALS:**

To improve and enhance the educational process of children and adolescents through modification or removal of health-related barriers to learning and through the promotion of health. Support school staff by promoting wellness and serving as a student health resource.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:**

Ability to care for children, adolescents and adults; experience in pediatric and adult care; experience in communicable disease prevention, detection and control; working knowledge and current certification in CPR and first-aid principles; excellent mental and physical health; ability to lift thirty pounds; able to handle with stressful situations; excellent written and oral communication skills; excellent understanding of the nursing process and documentation process; willingness to work with students, families and staff from diverse backgrounds; ability to work and make decisions in an independent manner; maintain records in an organized manner; travel within the school system is required necessitating a valid Tennessee Driver's License and up to date car insurance; flexibility to work in different schools as needed.

**PERFORMANCE RESPONSIBILITIES:**

- Model good handwashing practices and barrier techniques.
- Certify and maintain up to date CPR Instructor certification.
- Check emails periodically throughout the day while at work to maintain effective communication.
- Acting in accordance with "Time Off Procedure," secure/arrange a substitute nurse to cover the school clinic during absence.
- Consult with supervising RN as necessary for difficult and unusual issues.
- Report daily to supervising RN by phone or in person.
- Screen health records for accuracy, validity, and completeness in compliance with state law.
- Assist in annual health screenings as required by the State of Tennessee.
- Maintain health records for each student while enrolled in Blount County Schools.
- Interpret medical findings for students, parents/guardians and school staff.
- Evaluate illness and injuries of students, report findings to parent/guardian, and refer to appropriate health care providers as needed. Evaluate illness/injury of staff.
- Provide emergency first-aid and CPR as needed. Have an emergency response kit ready to respond to emergencies as needed.
- Provide direct nursing care as appropriate for students with special needs as indicated by healthcare provider's orders.
- Provide health counseling for students, parents/guardians and staff.
- Assist in prevention and control of contagious diseases. Consult with the local health department for assistance as needed.
- Assist in controlling infestations such as lice, scabies, bed bugs and/or other parasites.
- Collaborate with school counselors, principals, teachers and/or other appropriate school staff in the evaluation and need for referral to a mental health care provider.
- Report suspected child abuse/neglect in accordance with state law. Collaborate with SRO officers as appropriate.
- Serve as a resource person for health instruction.
- Maintain a high level of ethical behavior and confidentiality of information regarding students and staff.
- Administer medication to students who have appropriate paperwork provided by parents/guardians. Ensure safe storage of medications.

- Collaborate with supervising RN to develop and maintain current care plans for all students who have severe health care needs.
- Participate in IEP and 504 meetings when invited and as needed when medical procedures are being provided to students.
- Provide staff education regarding emergency care of students with health care needs; provide staff with health care emergency plans for students with severe health care needs.
- Assists with reporting staff and student accidents/incidents to risk management.
- Participate in training opportunities related to school nursing. Stay current on new medical equipment used for providing care of students. CEUs required to keep LPN license current are the responsibility of each LPN.
- Participate and contribute to the crisis management team, healthy school teams and other appropriate groups related to the health and safety of the school/school system.
- Host nursing students if appropriate for your school setting.
- Assist office staff when appropriate and able.
- Perform other duties and assume responsibilities as may be assigned by the Director of Schools designee.

**TERMS OF EMPLOYMENT:**

190 days per year; hours may vary; salary will be established by the Blount County Schools Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on Evaluation of Personnel using the student services model.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of employee \_\_\_\_\_ Date Signed: \_\_\_\_\_