

CLAY COMMUNITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: SCHOOL NURSE LICENSED PRACTICAL NURSE (LPN)
CLASSIFICATION: Classified
CERTIFICATION: Valid Indiana Nursing License
REPORTS TO: Corporation Nurse/Principal
TERM OF EMPLOYMENT: At-Will
LENGTH OF TERM: 185 Days

SUMMARY: Assists in providing comprehensive health and social services to students and their families and support to the school staff by performing the following duties:

ESSENTIAL FUNCTIONS: (Other duties may be assigned)

- Participates in screening programs under the direct supervision of the Registered Nurse
- Administers first aid and emergency care as defined in the Indiana State Department of Health's First Aid Guidelines for Emergency Care of Illness and Accidents Occurring at School manual
- Reports all significant first aid treatments to the Registered Nurse
- Performs clerical tasks, such as filing, ordering supplies, data entry and telephone communication with parents, staff members, and community agencies
- Assists in maintaining medical and immunization records on students
- Visits students/families' homes as needed
- Assists in maintaining student attendance
- Delivers, organizes and maintains the first aid supply in every school
- Assists with Cardio-Pulmonary Resuscitation (CPR) instruction as needed
- Assists in the social service referral process for individual students and/or their families
- Assists in organizing and implementing social service projects such as Thanksgiving baskets, Christmas baskets and toys, summer camps, etc.
- Performs treatments and procedures for individual students/employees as directed by the Registered Nurse
- Maintains confidentiality
- Maintains a regular and reliable level of attendance in order to perform and complete duties as outlined herein

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/CERTIFICATION/LICENSES:

Indiana certification as a Licensed Practical Nurse or Registered Nurse

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general medical periodicals, professional journals, technical procedures, and governmental regulations; ability to utilize effective communication skills and proper grammar in routine reports and correspondence; ability to present information, speak effectively, and respond to questions from supervisors, students, parents, other employees, the Superintendent, and the general public

MATHEMATICAL SKILLS:

Ability to work with and apply mathematical concepts and the ability to complete routine arithmetical calculations

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of abstract and concrete variables; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

OTHER SKILLS AND ABILITIES:

The employee shall be able to use machines, tools, equipment, and work aids which are representative of those commonly associated with this type of work.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee frequently is required to: stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and, taste or smell. Specific vision abilities required by this job include: close vision; distance vision; color vision; peripheral vision; depth perception; and, the ability to focus. The employee must frequently lift and/or move up to 10 pounds and occasionally must lift and/or move up to 30 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those 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. The noise level in the work environment is usually moderate.

All employees shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Corporation.