

Manchester Board of Education Job Description

Job Title: Licensed Practical Nurse with Health Office Responsibilities

Department: School Health Department

Reports to: Coordinator of Health Services

FLSA Status:

Bargaining Group: none

Salary Grade:

Work Year: School Year

Prepared By: Coordinator of School Health

Prepared Date: 10/22/13

Approved By:

Approved Date:

SUMMARY

Provides and monitors health care services and health office duties by performing the listed Essential Duties.

REQUIRED SKILLS

Knowledge of Google

Ability to work independently within the LPN scope of practice.

QUALIFICATIONS

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides and monitors essential nursing care of students and reports findings promptly to the registered nurse.
2. Administers, monitors and evaluates prescribed medications as outlined in the Medication Policy approved by the Board of Education under the direction of the School Nurse.
3. Documents all nursing intervention as described in the Manchester School Health Manual and as directed by the School Nurse.
4. Performs screening, re-screenings and growth assessments as required and takes part in the pre entry process for Head Start students.
5. Assists the School Nurse in the maintenance of health records, tracking logs, communication with health care providers and parents, other Head Start specific requirements and other office duties as needed.
6. Provides proof of current licensure annually to the Coordinator of School Health.
7. Refers to DCF as required by law.
8. Adheres to Board of Education confidentiality policies.

EDUCATION and/or EXPERIENCE:

Experience in pediatrics preferred.

Experience in medical office/clinic preferred

LANGUAGE SKILLS

Must communicate proficiently at all levels of understanding.

Fluency in Spanish preferred

MATHEMATICAL SKILLS

Must know metric system and standard weights, percentages, proportions, etc.

REASONING ABILITY**CERTIFICATES, LICENSES, REGISTRATIONS AND CPR CERTIFICATION**

Licensed as a practical nurse by the State of Connecticut Nurses' Licensing Board.

Current CPR Certification.

PHYSICAL and MENTAL 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 the essential functions.

1. Must possess critical thinking skills
2. Must be able to perform under stress
3. Must be able to focus on tasks with frequent interruptions
4. Must be able to push wheelchairs, transfer non-mobile students
5. Must be able to move quickly in response to emergencies
6. Must be able to reposition medically fragile students as in lifting, toileting, etc.

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.