

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> School Licensed Practical Nurse (LPN)	
<i>Supervisor:</i> : Building Principal, School Nurse RN, Director of Nursing Services	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 8

### **Job Summary**

A vocational nurse, licensed by the Alaska Board of Nursing, provides direct services to meet the health needs of the students and staff throughout the district, according to school district policies under the direct supervision of the building principal and the supervising registered nurse (RN). This position will be assigned a home school, however, LPNs may provide health services to other schools in the district.

### **Essential Job Functions**

Provides first aid for injuries and acute illnesses within the LPN scope of practice and under the direction of the supervising RN.

Collaborates with the building principal, counselors, teachers, and parents regarding the health needs of students.

Provides direct care for students with chronic conditions according to individual health care plans established by the supervising RN.

Collaborates with the supervising RN in developing individualized health plans and emergency plans for students with chronic conditions and notifies supervising RN of changes in medical conditions.

Maintains accurate and confidential student health records for daily episode and chronic condition visits, including medication administration.

Carries out mandatory screening programs per state and district policy, refers, and reports results to the supervising RN.

Reports student and staff injuries/occurrences to risk management, according to school district policies.

Attends nurse staff meetings.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

District designated computer hardware and software, including PowerSchool, CareDox, and Microsoft products. Thermometer, stethoscope, sphygmomanometer, audiometer, Sloan eye chart for visual screening, AED.

### **Independent Decisions**

Will perform first aid and CPR/AED.

### **Primary Working Contacts**

Daily contact with students and staff, frequent contact with supervising nurse and parents/guardians.

### **Responsibility for Cash, Equipment, Safety**

Maintains medical equipment in health room. Monitors and reports safety concerns in school building.

### **Supervision Received and Exercised**

None given; receives daily, direct supervision by the building principal and student specific health related direction by supervising RN and director of nursing services.

### **Unusual Working Conditions**

Requires walking, standing, lifting, stooping as needed to provide health services for students and staff. School nurse may be exposed to infectious diseases.

### **Evaluation**

Annual written evaluation by building principal with input from supervising RN and director of nursing services

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Current Alaska LPN license.
2. Must have excellent First Aid, CPR, and AED skills.
3. Must have oral and written communication skills.
4. Knowledge of scope and standards of practice for licensed practical nurse in the state of Alaska.
5. Knowledge of special education laws, procedures, and compliance standards.
6. Ability to understand student health situations that require higher level nursing assessments and decisions based on scope and standards of practice.
7. Must have a valid driver's license, use of a personal vehicle, and have the ability to gain access to military installations.

The following are preferred:

1. Two (2) years of clinical pediatric experience
2. Knowledge of mandated school health services in the educational environment.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**