

Hutchinson Public Schools  
Job Description

**Job Title:** Nurse-LPN  
**Department:** Student Support Services  
**Reports To:** Director of Nursing  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources, November 3, 2019  
**Approved by:** December 9, 2019  
**Reviewed/Updated:** June 2021, October 2024

**SUMMARY**

Administer the building level school health program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following and other duties as assigned.

- Work in conjunction with assigned Nurse-RN and/or Health Room Assistants in implementing health related programs.
- Assist Nurse-RN in development and implementation of individual healthcare plans for students with health needs.
- Maintain confidentiality of information regarding students and staff in accordance with HIPAA and FERPA.
- Treat students, staff, parents and all health room visitors with respect.
- Keep current and accurate health records.
- Administer medications, treatment and regimens prescribed by a licensed physician in conjunction with the Nurse-RN.
- Provide minor first aid.
- Respond promptly to medical emergencies, providing first aid and emergency care as necessary.
- Implementing health related programs in schools assigned.
- Communicate with supervising Nurse-RN any unusual symptoms of students to seek direction for appropriate action in a timely manner.
- Check immunization certificates and complete immunizations audits.
- Records all health services accurately and in health data system.
- Attend meetings and in-service activities as needed.
- Maintain the health office in a safe and clean condition.
- Follow-up on student health concerns.
- Assist in maintaining building AED(s).
- Maintain safe and proper storage of medications
- Maintain inventory of medications per District Medication Handbook
- Maintain communication with nursing team, building staff, and administration as related to student and/or staff health
- Communicate with parents/guardians when necessary
- Travel between school buildings as needed.
- Abide by all USD 308 policies
- Understand and follow KDHE Communicable Disease recommendations and school laws
- Follow Kansas State Board of Nursing's Nurse Practice Act
- Provide basic nursing/health education to students, staff, and/or parents/guardians
- Conduct/Facilitate health screenings per district policy.
- Perform other duties as assigned by the Director of Nursing or school administration to support the overall health and wellness initiatives within the school

**NURSE MAY NOT:**

Administer or recommend any medications, except as outlined in the District Medication Handbook.

**SUPERVISORY RESPONSIBILITIES**

Supervise and support Nurse-LPN and Health Room assistants as assigned.

**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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Current LPN license in the state of Kansas; must maintain. Experience in nursing is preferred, but not required.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, staff and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate medication dosages.

**COMPUTER SKILLS**

Ability to use Microsoft Word and Excel or similar program. Enough computer experience to transfer knowledge to any data management program for data entry and retrieval with training.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to practice critical thinking.

**CERTIFICATES, LICENSEES, REGISTRATIONS**

Maintain current LPN license in the state of Kansas; Maintain current CPR certification.

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; handle, or feel; reach with hand and arms; stoop, kneel, crouch, or crawl, and talk or hear. The employee frequently is required to stand, walk, and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Travel between school buildings may be required.

**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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The noise level in the work environment is usually moderate.

**ACKNOWLEDGMENT**

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_