

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LICENSED PRACTICAL NURSE (LPN)

CLASS: Support Personnel	LEVEL: School Nurse (LPN-RN)
DEPARTMENT: School Nurse	SUPERVISOR: Principal: System-Wide Nurse (RN)
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: 9 Months

JOB GOAL:

To provide services to schools that work toward good health and wellness of students and the improvement of health conditions in general.

MINIMUM QUALIFICATIONS:

1. Valid Alabama licensed practical nurse (LPN) license.
2. Three (3) years' experience in nursing or related health field. School experience preferred.
3. Valid Alabama driver's license, insurable driving record, and provide own or have access to appropriate transportation to meet job requirements.
4. Background check through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Identify student health problems through screening, observation, and assessment.
3. Provide direct and consulting nursing services to students.
4. Provide consultation to the educational staff, parents, and other appropriate groups and individuals regarding health issues.
5. Assist students, families, and school system personnel to obtain and maintain good health through education and referral to appropriate community resources.
6. Provide effective in-service education on health-related topics for school system personnel.
7. Gather and report data related to health services as required using effective written and oral communication skills.
8. Assist with the development, implementation, and evaluation of effective health education programs for the school system.
9. Assist principals in obtaining specialized medical services (glasses, hearing aides, other services) for students.
10. Utilize a distinct clinical knowledge base for decision-making in nursing practices.
11. Provide professional nursing services for students which includes, case finding, health teaching, health counseling, provision of care, and execution of medical regimens including administration of medications and treatments prescribed by a physician or dentist.
12. Identify students enrolled who require or will require health care services at school.
13. Develop and implement, with the registered nurse, individual health care plans for student with special health care need in collaboration with student, families, staff, and health care providers.

14. Use effective written, verbal and nonverbal communication skills by documenting, honoring confidentiality, serving as health advocates and interpreting medical and nursing findings for staff, administrators, and families.
15. Assist with "Kid Check" planning and activities that include vision, hearing, spinal, height, and weigh screenings. Report these findings as necessary.
16. Inform parents of immunization requirements and expirations of student immunization records.
17. Monitor compliance with immunization law.
18. Identify students requiring or potentially requiring emergency management plans and designs, and implement the plans in collaboration with students, families, and staff.
19. Assess and manage communicable health problems in the school population such as head lice, scabies, and impetigo.
20. Assist local public health department in the detection and management of suspected and diagnosed cases of infectious disease.
21. Collaborate with other school professionals, parents, and caregivers to meet the health, developmental, and educational needs of students.
22. Serve as liaison in health-related matters between principal, instructional staff, support personnel, families, students and/or health providers.
23. Assist students, families and the school community to achieve optimal levels of wellness through appropriately designed and delivered health education.
24. Collect and report screening results for Alabama Department of Education and the Alabama Department of Public Health.
25. Create and provide monthly medication reports to the district lead school nurse.
26. Drive vehicles as required to complete assigned work tasks; promptly report loss of credentials to operate vehicles.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and additional hours as requested.
2. Skill in the use of test and measurements for assessing vision and hearing function.
3. Knowledge of assessment skills and indications for appropriate intervention.
4. Knowledge of medical and pediatric information.
5. Ability to implement appropriate referrals to community agencies as necessary.
6. Ability to maintain written records.
7. Ability to establish and maintain effective working relationships with school faculties, students and parents.
8. Excellent human relationship skills and ability to communicate effectively both orally and in writing.
9. Knowledge of Board policies and procedures relating to health services.
10. Ability to work with or without supervision.
11. Demonstrate consistent integrity, dependability and confidentiality.
12. Complete assigned work tasks with a positive attitude.
13. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lift up to 25 pounds on an occasional basis.
2. Use both hands in completing assigned work tasks.
3. Bend, reach, stoop, twist, kneel and turn on a frequent basis.

4. Strength, dexterity, agility, visual and aural acuity to complete all assigned work tasks.

EVALUATION:

Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance process.