

JOB TITLE	DEPARTMENT	REPORTS TO
Licensed Practical Nurse for Student(s) with Disabilities	Exceptional Student Education	Health Services Coordinator for Students with Disabilities / Executive Director of Student Services & ESE

Position No: 61316	Length of Work Year: 10 Months
Salary Schedule: C35	Date Approved: 7/24/07
FSLA: Non-exempt	Date Revised: 7/18/16; 11/26/19

JOB GOAL
To provide specific student(s) with disabilities with the necessary medical care during school hours and/or bus transportation that allows them to access and participate in the educational setting.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Graduation from an accredited nursing program. 3. Licensed Practical Nurse, current Florida License. 4. Experience in community health and/or school health programs preferred. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide prescribed daily medical care to assigned student(s), during bus transportation, and at school site. 2. To assist RN in the planning, implementation, and evaluation of health care for assigned student(s). 3. To assist RN with education and training of school or bus personnel on any pertinent medical information or procedures for assigned student(s). 4. To keep Principal and the Health Services Coordinator for Students with Disabilities informed of any change in health status of assigned student(s). 5. To maintain appropriate communication between parents, health care providers, and school district for assigned student(s). 6. To assure maintenance of health records and daily documentation for assigned student(s). 7. To assist with state mandated health screenings for assigned student(s). 8. To work with family members to assure continuity of health care between home and school. 9. To contribute to IEP process as needed. 10. To establish and maintain a cooperative, collaborative working relationship with all school personnel. 11. To assure adherence to good safety procedures. 12. To review current developments, literature, and technical sources of information related to job responsibility. 13. To maintain a monthly report of activities. 14. To complete and submit Medicaid forms for eligible students. 15. To perform assigned tasks in a timely and efficient manner. 16. To perform tasks with a high standard of quality. 17. To perform other duties deemed appropriate by the Principal or Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.