



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Licensed Practical Nurse	Student Services	School Health Services Coordinator/Director of Student Services

<b>Position No:</b> 61321	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> C35	<b>Date Approved:</b> 6/11/02
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 7/24/07; 7/18/16; 11/25/19

<b>JOB GOAL</b>
To perform health related services which lie outside the parameters of a health paraprofessional.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Graduation from an accredited nursing program.</li> <li>3. Licensed Practical Nurse, current Florida license.</li> <li>4. Experience in community health and/or school health programs preferred.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To monitor specific health problems and perform health care procedures when deemed appropriate under the supervision of a registered nurse which may include but not limited to sterile catheterization, nasogastric tube feeding, cleaning and maintaining tracheostomy and deep suctioning of a tracheotomy.</li> <li>2. To originate and maintain appropriate communication between public and private medical professionals and other community agencies personnel also serving students within the scope of the licensed practical nurse.</li> <li>3. To establish and maintain cooperative, collaborative, working relationships with all school personnel working with students.</li> <li>4. To work with families to assure continuity of health care between home and school.</li> <li>5. To assure the maintenance of health records on students in assigned schools.</li> <li>6. To review periodically the status of medications of all students in assigned schools and refer any discrepancies to an RN supervisor.</li> <li>7. To ride the bus with students when necessary and directed by supervisor.</li> <li>8. To complete and submit Medicaid forms for eligible students.</li> <li>9. To perform assigned tasks with a high standard of quality.</li> <li>10. To perform assigned tasks in a timely and efficient manner.</li> <li>11. To perform other duties deemed appropriate by the Supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.