



# Mobile County

## PUBLIC SCHOOLS

### **Job Description Title – SCHOOL NURSE, L.P.N.**

**SUPERVISED BY/REPORTS TO:** Lead Nurse, Assistant Superintendent for Student Services, Principal or his/her designee

**SUPERVISES:** First Aid Paraprofessionals

**FLSA Designation:** Exempt

#### **JOB GOAL:**

To assist in providing health services that work toward the good health and wellness of students and the improvement of health conditions in general.

#### **QUALIFICATIONS:**

- A. Must have and maintain a valid license from the Alabama Board of Nursing designated as a Licensed Practical Nurse.
- B. Possess a valid CPR Card.
- C. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- D. Must have verifiable two (2) years of nurse experience in a hospital, school, or community health setting.
- E. Possess and maintain a valid Alabama driver's license and the ability to have access to appropriate and reliable transportation to meet job requirements.
- F. Knowledge of effective procedures and practice for vision, hearing, and other appropriate health screenings.
- G. Knowledge of current medical and pediatric nursing practices.
- H. Ability to travel between the schools throughout the school system and the Central Office.
- I. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
- J. Demonstrated proficiency in oral and written communication skills. Effective interpersonal skills, with an emphasis on communication and collaboration with a diverse variety of people and groups. Exhibits skills to work as an effective team member.
- K. Ability to work independently, with empathy, demonstrates initiative, prioritizes tasks, and performs assignments as directed with accuracy, attention to detail, and within established time frames. Ability to organize and maintain accurate records.
- L. Ability to exercise tact, courtesy, and initiative in dealing with students, parents, school staff, and the public.
- M. Good general health, clean in attire and professional in appearance.
- N. Ability to be punctual and maintain regular attendance.

0. Such alternatives that the School Board may require.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.*

1. Administers First Aid in accordance with established first aid procedures. Provides nursing care for student requiring special health procedures.
2. Assists students with medications according to established first aid procedures.
3. Assists the RN in screening students for health problems. (Spinal screening, vision screening, immunization audit, etc.)
4. Participates in planning and implementing student health plans (504, IEPs, food allergy plans, etc.)
5. Coordinates PEEHIP screenings for staff and flu vaccination clinics for students as needed.
6. Demonstrates initiative in identifying potential health and emotional problems of students and/or opportunities in for improvement.
7. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner. Maintains appropriate confidentiality regarding school/workplace matters.
8. Works with community agencies to provide improved health services.
9. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
10. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Reports suspected child abuse, domestic violence, and neglect to the Mobile County Department of Human Resources (DHR).
11. Serves on school's system committees, task forces, and representatives' groups as required. Participants in professional organizations and educational programs.
12. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory of health/medical items in the school clinic.
13. Maintains and submits reports, records, and correspondence in a timely and accurate manner. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
14. Adheres to the guidelines of the Alabama Board of Nursing and the Nurse Practice Act.
15. Participates successfully in the training programs offered to increase skill and proficiency related to assignments. Engages in professional growth and demonstrates professional ethics and effective leadership.
16. Demonstrates support for the school system and its vision, goals, and priorities.
17. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations. Reports absences and takes leave in accordance with Board policies and procedures.
18. Performs any other job-related duties as assigned by the Assistant Superintendent of Student Support Services, the Lead Nurse or as requested by the principal.

## **PHYSICAL REQUIREMENTS:**

*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.*

*While performing the duties of this job:*

- The employee may be frequently required to sit or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, bending, kneeling, crouching and overall mobility to perform job responsibilities. Must be able to lift 10 to 25 lbs.
- The employee must be able to hear and speak to exchange information in person, on the telephone or office intercom.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Usually works in an office environment with varying levels of noise during the day. Sometimes works in a classroom or other area of the school.
- Faces constant interruptions.
- Must be able to multi-task. Must be able to work under pressure and able to prioritize tasks and triage medical situations.
- May be exposed to bloodborne pathogens.

## **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees.

## **TERMS OF EMPLOYMENT**

9-months (187 days) 7.5 hours per day usually Monday through Friday. If assigned to ride a bus, they work 6 hours per day. Daily work and location schedule will be determined by the Assistant Superintendent of Student Services or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

## **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.