

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

LICENSED PRACTICAL NURSE - LPN

QUALIFICATIONS

- Current Florida Practical Nursing License.
- At least one year of LPN experience, preferably in Pediatrics.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and medical technology as related to specific job functions.
- Skill in reading and applying information from medical documents.
- Effective skills in oral and written communications.
- Ability to maintain confidentiality.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Ability to maintain CPR and First Aid certification.

SUPERVISION

REPORTS TO SUPERVISES Area Administrator of Exceptional Student Support Services And/Or Designee
No supervisory duties

POSITION GOAL

To maximize health and well being by providing care for students requiring practical nursing skills in Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. * Work under the direction of the professional registered nurse.
2. * Assist in the planning of health care for special needs students.
3. * Consult with students, school staff, parents, and the School Board Nurse assigned to that school concerning individual health problems and the solutions.
4. Implement student specific nursing measures to perform medical treatments/procedures for students.
5. * Participate as a member of multi-disciplinary team when assigned by the Area Administrator of ESSS and/or Designee.
6. * Manage, independently, all materials, paperwork, and equipment required for completion of medical tasks to include lifting medical supplies, and medical instruments.
7. * Maintain accurate health records for students including requested documentation of specialized student procedures in accordance with guidelines of the Medicaid School Match Program, SCPS Student Health Services Manual and/or other School Board procedure manuals.
8. * Participate in educational programs designed to increase knowledge and enhance the quality of practical nursing care.
9. * Ride the school bus when necessary to provide nursing care at the request of the Area Administrator.
10. * Maintain current CPR and First Aid certification.

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11. * Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts or other positioning equipment.
12. * Assist students with activities of daily living.
13. * Adhere to all policies and procedures of the school district.
14. Perform other duties as assigned by the Area Administrator of Exceptional Student Support Services and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Wheelchairs, safety harnesses, augmentative devices, walkers, strollers, lifts, mats, positioning tables and medical equipment.

PHYSICAL REQUIREMENTS

Very Heavy Work Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

C751-B2 \$17,698 - \$31,430

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 50
Function 6130
Job Code 1660
Job Code 16608
Survey Code 61321

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 30, 2009
January 10, 1995

ADA Information Provided by Mary Ann Kaesberg
Position Description Prepared by Mary Ann Kaesberg

C753-B2 \$16,983 - \$30,147

District Salary Schedule
Months 10
Annual Days 188
Weekly Hours 37.5
Annual Hours 1410
Job Code 16608