



Littleton Elementary School District Position Description

TITLE: Licensed Practical Nurse

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To provide basic public school nursing services in the examination and treatment of patients to promote, maintain and restore good health in support of the goals of the District.

PRINCIPAL DUTIES: (essential functions)

- Assists pre-school and elementary school students with personal health and hygiene training and individual assistance as needed; provides assistance to Teachers as requested.
- Provides consultation and nursing services to students; provides general and special health counseling, patient care instructions, and treatment services.
- Performs nursing procedures, first aid and prescribed medical treatments within scope of authority; observes and assesses patients' conditions and behavior, assures patient safety and stability; reports significant changes to supervisor or physician.
- Interviews and observes patients to ascertain medical history and current condition; reviews patients' records, takes vital signs, assesses current condition and pain level; administers medications as required; records nursing notes on patient chart.
- Supports and enhances the patients' physical and emotional stability; explains nature of illness, plan of care, procedures and treatments to patient, family and significant others.
- Prepares correspondence, referrals, patient histories, and narrative nursing activity reports; updates and maintains a variety of files, records, charts and other documents; maintains appropriate records and prepares reports as required.
- Confers and collaborates with other health care professionals to provide continuum of care.
- Presents patient and family teaching programs based on identified health care goals.
- Communicates with parents, students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of modern nursing principles, techniques, and procedures for the care of patients.
Knowledge of medical terminology, anatomy, physiology and concepts of disease.
Knowledge of public health nursing principles and practices, including health maintenance, promotion and prevention.
Knowledge of principles of health education and counseling.
Knowledge of local community resources.
Knowledge of safety rules and regulations.

Skill in providing effective nursing services, assessing patient situations and taking effective course of action within scope of authority.
Skill in nursing assessment and diagnosis of physical and psycho-social health needs.
Skill in exercising initiative and judgment in selecting proper nursing intervention.
Skill in monitoring and evaluating client progress.
Skill in applying public health nursing principles.
Skill in responding appropriately to emergency situations.
Skill in providing effective health education.
Skill in preparing complete and accurate reports and records.
Skill in using courtesy and respect in providing personal services to students.
Skill in communicating effectively in verbal and written forms.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed in a school environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 40 pounds.

MINIMUM QUALIFICATIONS: Associate’s Degree in Nursing; experience working with children and persons with disabilities is desirable; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

REQUIRED LICENSE/CERTIFICATION: Current valid Arizona LPN license is required, and must remain active with all annual licensing requirements.

TERMS OF EMPLOYMENT: Ten months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____