

## Union Public Schools Job Description

**Job Title:** Licensed Practical Nurse (LPN)  
**Department:** Special Services  
**Reports To:** Site Administrator/Director of Special Services

**FLSA Designation:** Nonexempt

**SUMMARY:** The License Practical Nurse (LPN) possesses the critical thinking skills and clinical expertise to assess the nursing/health care needs of students and staff. The LPN promotes the optimum health of students to achieve their individualized educational goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Adherence to the Oklahoma Nursing Practice Act.
- Assesses and evaluates physical, psychosocial needs of students and staff.
- Establishes and implements individual health care plans for students with special needs.
- Participates in parent/staff conferences of students with special needs.
- Provides health counseling for students, staff and parents.
- Establishes and maintains liaison between school and community in all health related areas.
- Provides information and expertise as resource person in health instruction and referral service.
- Administers first aid in accordance with established first aid procedures.
- Administers medication and treatment.
- Maintains health records on all students.
- Reviews student immunization records and maintains an immunization schedule for students to complete immunization requirements as required by the State Immunization Law.
- Implements school board policy on exclusion and readmission of students in connection with infectious diseases or conditions.
- Assists school personnel in maintaining sanitary standards in school.
- Conducts health-screening programs.
- Maintains inventory and orders health supplies and materials.
- Conducts health related training for students.
- Provides blood borne pathogen training for school employees and maintains records of such as required by OSHA.
- Completes accident/incident reports on students, employees, and others.
- Documents all health services provided for students and staff.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree, associate degree, or diploma in Nursing. Clinical experience as a registered nurse in a pediatric setting is desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current nursing license from the Oklahoma Board of Nursing.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups and individuals.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate medication dosages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and new treatment modalities to nursing practice. Ability to establish and maintain effective working relationships with students, parents, peers, and community. Ability to speak clear and concisely in written and oral communication.

**PHYSICAL DEMANDS:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person will. Ability to visit various buildings in the District. The employee must occasionally lift and or move and push up to 90 pounds such as students in wheelchairs or as related to medical procedures such as catheterizations, etc. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently exposed to infection at a greater risk than the average person is. The employee is directly responsible for the safety and well being of students.

The noise level in the work environment is usually moderate.