

POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position:

Job Title:	School Nurse - LPN
Locations:	TBD
Qualifications:	<ol style="list-style-type: none">1. Current Alabama LPN License.2. Minimum of three (3) years successful experience in Nursing, preferred.
Salary Schedule and Amount:	\$20,659-\$26,593 based on school nurse experience
Job Description:	See attached
Terms of Employment:	187 Days
Apply To:	Applications must be submitted through TEACH IN ALABAMA at the below https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500
Posted:	March 12, 2019
Deadline:	Minimum of 7 days or until filled

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: SCHOOL NURSE - LPN

REPORTS TO: Principal and Director of Student Services

SUPERVISES: N/A

QUALIFICATIONS:

1. Current Alabama LPN (Licensed Practical Nurse) license.
2. CPR certified (preferably healthcare provider certified or BLS instructor trained).
3. Minimum of three (3) years successful experience in public health or school nursing preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of public health nursing as it applies to the public school system.
2. Ability to observe students for development and health patterns in making a nursing judgment.
3. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and School Board policies.
4. Skill in listening, speaking and writing.
5. Ability to deal effectively with school personnel, parents, children and agencies.

JOB GOAL:

To provide health services at the assigned school site by assisting students, parents, and teachers in maintaining and improving students' health and their ability to learn.

PERFORMANCE RESPONSIBILITIES:

1. Prepare the school nurse area for use, assuring safety, cleanliness and adequate stocking of supplies.
2. Assist health professionals to assure smooth traffic flow during scheduled school health clinics.
3. Assist health professionals to perform and document required screenings.
4. Collaborates with the supervising RN to identify students with routine or special health care needs or procedures and follows the plan of care developed through collaboration with the supervising RN, health care prescriber and parents.
5. In collaboration with the supervising RN, gathers all pertinent data to develop and implement an individualized health care plan for students with health care needs.
6. Communicates effectively and in a timely manner to the supervising RN in order to keep health care plans current and accurate.
7. Maintain a clinic log of visits by students with appropriate descriptive information.
8. Contact parent/guardian as needed.
9. Provide pediculosis screenings.
10. Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.
11. Administer CPR if indicated in emergency situations.

12. Assist students with required medications and document according to established guidelines.
13. Support and participate in health screening activities, special clinics and staff meetings as directed.
14. Administer medications following school and county policies.
15. Review health records and immunization for compliance.
16. Counsel students and parents concerning health problems.
17. Establish safe clinic procedures.
18. Maintain a current list of students with acute and/or chronic conditions.
19. Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
20. Serve as a health liaison between home and school.
21. Provide referral and follow-up of identified health problems when appropriate and report communicable diseases to appropriate agencies.
22. Assist school personnel with completion of incident/accident reports.
23. Maintain a cooperative working relationship with appropriate governmental agencies.
24. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
25. Ensure adherence to good safety standards.
26. Maintain confidentiality regarding school/workplace matters.
27. Maintain expertise in assigned area to fulfill project goals and objectives.
28. Participate in assigned training programs offered to increase skill and proficiency related to assignment.
29. Serve on school/system committees as required or appropriate.
30. Prepare all required reports and maintain all appropriate records.
31. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Length of the work year and hours of employment shall be those established by Board Policy or employment contract.

EVALUATION:

Performance of this job will be evaluated a minimum of once each year.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____

Last Revised: May 2015