



## School LPN

### Job Overview

The job of School LPN was established for the purpose of supporting the school staff/faculty in caring for the health requirements of the student population. Complying with the laws relating to student health, including parental and guardian consent; providing appropriate care of ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; all under the direction of a registered nurse.

This job reports to the District Nursing Supervisor and Supervising Registered Nurse.

---

### Job Functions

- Administers first aid to staff/students, medication, and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
- Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information, and complying with legal requirements.
- Assists the registered nurse in the school setting in caring for students.
  - Assists with skilled nursing procedures (i.e. tube feedings, catheterizations, ostomy care, medication administration, diabetic treatment, etc.).
  - Monitors vital signs, maintains comfort of patients, and assists with basic medical tasks as assigned.
- Assists the registered nurse in providing annual Coordinated School Health screenings; reviewing required immunizations and physical exam reports; entering school related health data; and organizing and reviewing health information with the supervising nurse and/or District Nursing Supervisor.
- Assists with providing healthcare initiatives within the school setting as assigned.
- Communicates with community agencies, school personnel and parents within district guidelines.
- May attend and participate in meetings, workshops, and/or seminars.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Working Environment

The job is performed under conditions with exposure to risk of injury and/or illness.

Generally, the job requires 35% sitting, 35% walking, and 30% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Some within district travel is required.

### Qualifications

**Minimum experience:** 2 years of nursing experience.  
Experience in pediatrics and/or public health nursing preferred.

**Minimum education:** State of Tennessee Licensed Practical Nurse.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of health practices, standards, and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.
- Ability to adhere to safety practices; administer first aid; handle hazardous materials/waste; operate equipment used in clinical setting; operate standard office equipment including using pertinent software applications; and prepare and maintain accurate records.
- Ability to adapt to changing work priorities; communicate with diverse groups; deal with distraught, angry, or hostile individuals; maintain confidentiality; work as part of a team; and work with detailed information/data.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships

**Required Testing:** None Specified

**Continuing Education/Training:** Meets minimum scheduling requirement

**Required Certificates and/or Licenses:** Valid Driver's License, Active State of Tennessee Licensed Practice Nurse; Current CPR/Basic Life Support Certificate

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*