

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Licensed Vocational Nurse (LVN)*

Wage/Hour Status: Nonexempt

Reports to: Campus Principal, Campus RN, Lead RN

Clerical/Technical Pay Grade: 5 (187 Days)

Dept./School: Assigned Campus

Date Revised: 04/29/2019

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the direct clinical supervision of the school health coordinator or school nurse (RN).

Qualifications:

Education/Certification:

High School diploma or GED

Valid Texas license (LVN) issued by the Board of Vocational Nurse Examiners

Current cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills:

Knowledge of basic first aid

Proficient keyboarding and file maintenance skills

Ability to use software to develop databases and do word processing

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

Experience:

One year experience in health-related position; experience working with school-age children preferred

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.
2. Administer medication to students according to board policy and district procedures.
3. Carry out mandatory screening programs, collect data, and complete required reports as directed.
4. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions as directed by the supervising RN.
5. Communicate with parents regarding individual students as directed by the school nurse (RN).
6. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.
7. Distribute information to faculty or staff on health related topics as needed and as directed by the RN.
8. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the RN.

Clerical

9. Maintain accurate and confidential student health records, including immunization records, medication administration records, and individual student treatment records.
10. Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.

Compliance

11. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.
12. Maintain confidentiality.

Other

13. Follow district safety protocols and emergency procedures.
14. Has regular in person attendance and complies with notification procedures for absences.
15. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (under 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.