

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Licensed Practical Nurse

Qualifications: 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.

Reports to: Superintendent/Principal

Job Goal: To provide quality medical services to the students and employees of the school. To create health awareness to the Shell Knob school community.

Performance Responsibilities:

- Participates in the development of objectives and the formulation of standards, policies, and procedures for the school health programs as established in the Health Room Procedure Manual.
- Promotes improvement in the general health of all children by inspection, instruction, and disposition of any child referred for possible or potential health problems.
- Serves as a consultant to principal, pupils, and teachers in matters pertaining to school, personal, and public health.
- Assumes responsibility in planning and doing required health inspections and screening examinations.
- Audits health records and determines current immunization status of all students.
- Dispenses medication as directed and charts appropriately.
- Counts and accounts for all schedule II medications.
- Encourages families to provide continuous medical and dental care for their children, and implements safe procedures regarding medications including education for students, family, and staff.
- Takes care of all serious emergencies including accompanying sick or injured persons home or to the hospital, when assigned, and completes with reports and follow-up.
- Maintains records, performs clerical work, compiles data for monthly, yearly, and state reports, and participates in periodic auditing by the State Health Department.
- Assists pupils by development and implementation of a comprehensive health education program that will assist them in assuming responsibility for their own health.
- Assists personnel and students in communicable disease control and maintaining safety and sanitary standards according to established state health laws and school policies.
- Enhances the home/school relationship through student, parent, and teacher contact.

- Assists in health related activities with teachers, civic groups, and community agencies in order to have consistent and common goals, i.e. dental varnish program, Health Kids Program, etc.
- Assists in the development and monitoring of the health service portion of Individual Education Plans for students with special needs and the Individual Health Plans for students with other health problems.
- Maintains AED location and weekly battery check. Trained in operation of AED machine in case of emergency situations.
- Regular and dependable attendance.
- Chairs the Wellness Committee.

EDUCATION and/or EXPERIENCE:

One year of Licensed Practical Nursing Education.

CERTIFICATES, LICENSES, REGISTRATIONS:

License from the State to practice as a Licensed Practical Nurse. Certified in CPR & AED certified to teach or become certified to teach CPR.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Previous work in child care preferred. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel,

crouch, or crawl. The employee must occasionally lift, push, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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

The noise level in the work environment is usually moderate at a standard acceptable level for this environment. The employee is continuously responsible for the safety and well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.