

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide health care services for students in the school setting. ~~including transportation; maintain student health records according to state regulations; perform health screenings; maintain health and welfare of student. The work is performed under the direction of a School Nurse practitioner. This position provides for medical care, primarily for students with special education needs, or when necessary to assist a school nurse with other health care needs.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~In the assessment phase of the nursing process by collecting, reporting and recording data (such as assisting the school nurse and/or school medical advisor with health screenings and health assessment procedures; perform initial vision and hearing screening after necessary training, documenting screenings, observations and interventions, etc.)~~ Maintains health and welfare of students. Performs health screenings and delivers health services. Dispenses medication as per MD order. Assists in cases of medical emergency.
- ~~In the planning phase of the nursing process by providing data and contributing to the identification of priorities and goals (such as triage of routine health office visits, case finding and referral to the school nurse for further assessment, assisting the school nurse to plan for parent, teacher and pupil conferences, 504 or Planning and Placement Team meetings,, documenting and communicating pertinent observations and data)~~ Creates and implements regular and emergency health care plans. Initiates and documents health surveillance programs. Compiles and records aggregate student health information.
- ~~In the implementation phase of the nursing process by providing care to students who conditions are stable, assisting the RN in providing care to students whose conditions are unpredictable, and providing an environment conducive to safety and health (such as performing or assisting the school nurse with nursing management of students with injury, illness, an health maintenance or prevention needs as~~

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

~~directed, assisting the school nurse in managing students with acute medical emergencies and other health or safety crises as directed, implement a student's health care plan as directed, functioning as an instructional assistant for students with special health care needs, documenting interventions and responses to care; and administering medication, and directed by the school nurse. Completes student accident reports. Maintains current pertinent health data for students. Transfers records as needed.~~

- ~~In the evaluation phase, may collect data and provide the school nurse with the information; Reviews athletic team try-out rosters for medical clearance and to check for sports physical dates. Assists with sports physical exams.~~
- ~~Prepare and maintain health rooms; and May perform other related tasks as required. Provides staff with education opportunities. Collaborates with community partners to deliver health education or services.~~
- Provides medical clearance for field trips.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Must be a graduate of an accredited LPN Program and at least first aid and educational program for licensed practical nurses (LPN) with two years of Pediatric related experience, as a LPN.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~Position requires a valid State of Connecticut LPN License, CPR certification, and a valid Connecticut driver's license. Applicants must be able to pass a post-offer background investigation. LPN License and CPR/First Aid Certification.~~

PREFERRED QUALIFICATIONS

~~None.~~

KNOWLEDGE, SKILLS, and ABILITIES

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~Requires the ability to perform basic level of data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Must possess assessment skills~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as student health records, supply requisitions, medication forms, accident forms, surveys, screening referrals, eligibility lists, drug handbooks, medical dictionary, OSHA manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Pupil Personnel and Special Education, students, parents, teachers, principals, administrators, physicians, paraprofessionals, social workers, psychologists, therapists, guidance counselors, pharmacists, speech pathologists, café and custodial personnel, psychiatrists and the public and to collaborate effectively with trans and inter disciplinary teams.~~
- ~~Requires the ability to create and implement regular and emergency health care plans.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as providing nursing care.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury. May be exposed to illnesses or disease.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

Middletown, CT Job Description

Classification Title	Licensed Practical Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/08/15
Dates revised	