

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Licensed Practical Nurse

Date Prepared: 11/2009, 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
219	Health Assessment	Oversee program to prepare a comprehensive assessment of the child's health status, including review of medical data, and developing recommendations for student's participation in an academic school program as a component of the multi-disciplinary evaluation.
211	General Health Screening	Oversee program to screen for dental and other health needs. This activity includes athletic screening. Refer to appropriate specialist.
216	Individual Health Programs- Students	Develop, implement, and direct medical treatment/programs. Monitor, evaluate, and communicate patient/student progress.
212	Health Education Programs	Oversee program to conduct health education and awareness programs for students and staff outside of regular course work.
220	Individual Health Programs- Staff	Oversee program to develop and implement medical treatment/programs. Monitor, evaluate, and communicate patient/staff progress.
210	Vision and Hearing Screening	Oversee program to screen for vision and hearing needs. Refer to appropriate specialist.
223	Environmental Safety	Promotion and supervision of environmental safety.
225	Health Education	Assistance to students and staff in health education. Keep bulletin board and pamphlets updated.
217	Health Records	Oversee program to document and maintain student health records. Collect immunization requirements.

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Activity Name (cont.)

226	Parent/Community Liaison	Communicate to parents information regarding illness, medications, attendance, appointments, recommendations, immunizations, volunteering, etc. Liaison with medical community and community resources (e.g., County Health Dept., Hospitals, etc.).
218	Nurse Training Programs	Participate in the training of nurse interns.
228	State Reports	Compile statistics and prepare required state reports.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.S. Degree in Nursing and appropriate Certification/License as required; or Completion of an approved accredited School of Nursing and appropriate Certification/License as required
Supervisory Responsibility:	None
Type of Supervision:	N/A
Effective Date:	12/2009; 7/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards • Integrity 		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		