

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

LICENSED PRACTICAL NURSE

POSITION: Licensed Practical Nurse

REPORTS TO: Site Administrator

LOCATION: Various Locations

**NATURE OF WORK:**

The Licensed Practical Nurse provides nursing service under the direction and guidance of the Registered Nurse to meet student health needs in routine and emergency situations. The Licensed Practical Nurse supports staff wellness programs, and provides nursing care as defined by the nurse practice act. The Licensed Practical Nurse is part of the community emergency response team as necessary, to assist with shelter and mass care operations.

**ESSENTIAL FUNCTIONS:**

- Manages and provides school nurse services;
- Acts to safeguard life and health of students in routine and emergency care;
- Complies with the Family Educational Rights and Privacy Act (FERPA) regulations and delivers care in an ethical and confidential manner;
- Communicates with and assists the Registered Nurse in identifying health related concerns impacting delivery of the instructional program and in regards to student health issues;
- Collaborates with school and community agencies to provide educational, social, and health services to the local school population;
- Performs routine nursing duties and treatments as directed by the Registered Nurse;
- Provides guidance and health counseling for students, staff, and parent(s)/legal guardian(s) according to professional expertise;
- Maintains a safe and health working environment; and
- Demonstrates positive human relation skills.

**DUTIES AND RESPONSIBILITIES:**

- Conducts annual screening examinations of students for vision, hearing, and scoliosis. Shall record, refer, and follow-up on such referrals resulting from the screening program;
- Administers medications as prescribed by authorized medical providers, following State of Maryland and school guidelines, and maintains medication records;
- Provides regular (daily, weekly, etc.) school nursing services to selected students as prescribed by authorized medical providers or directed by the Registered Nurse;
- Maintains accurate daily nursing notes and records, and prepares annual nursing summaries of school nursing services;
- Provides nursing services following health care plans prepared by the Registered Nurse;
- Assists in the preparation of health education materials and implementation of health education programs;
- Serves as a contributing member of PST and IEP Teams in the absence of the Registered Nurse;
- Assists in early identification, tracking, and control of communicable disease;
- Follows up for prolonged or excessive absences, if health issues are of concern;
- Attends and participates in school health and professional staff development activities;
- Uses equipment and supplies effectively and efficiently;
- Performs routine housekeeping and clerical duties; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

Graduation from an approved practical nurse program, license to practice as a Licensed Practical Nurse in the State of Maryland and a minimum of two years' experience working in a clinical setting; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Current certification in CPR/FA/AED;
- Knowledge of basic nursing practices, methods, and techniques;
- Knowledge of pediatric growth and development;
- Knowledge of pediatric and adolescent health problems;
- Knowledge of community health systems;
- Ability to apply standard nursing practices and techniques to students with individual and/or multiple health problems or conditions;
- Ability to establish and maintain effective working relationships with students, parent(s)/legal guardian(s), staff, and other health professionals; and
- Ability to provide appropriate health education and health counseling.

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**