JOB TITLE: LICENSED PRACTICAL NURSE (EXCEPTIONAL STUDENT EDUCATION)

JOB DESCRIPTION:

This employee is responsible for meeting students’ medical and physical needs in the classroom and is also responsible for material preparation and clerical tasks.

SOLE RESPONSIBILITY FOR THE SUPERVISION OF PUPILS SHOULD NOT BE ASSIGNED TO THE LPNS: THEY SHOULD WORK UNDER THE SUPERVISION OF A MEMBER OR MEMBERS OF THE INSTRUCTIONAL OR ADMINISTRATIVE STAFF AT ALL TIMES.

Duties of this position include but are not limited to:

1. Administering prescribed medication.
2. Performing prescribed medical treatments.
4. Coordinating medical information between the parent, the school, and the medical provider.
5. Assisting students with any health related needs including self-care needs such as hygiene, toileting, self-catheterization, blood glucose monitoring and nutrition.
6. Preparing materials for the teacher.
7. Handling the lunchroom reports and checking attendance.
8. Recording grades on the register, report cards, and cumulative records.
10. Assisting in assembling and putting up materials on bulletin boards and in keeping such displays current.
11. Supervising pupils during the lunch period and music, art, and P.E. as needed.
12. Assisting teachers in supervising pupils while they are on the school grounds. This would involve duty before school, during school, and during intermission periods.
13. Collecting materials needed by the teacher in presenting units of work. This would include picture collections, science specimens, library materials, etc.
14. Operating audio-visual equipment. This duty would include preparing the room for the activity, obtaining the required material and equipment, the operation of the equipment, and the return of all materials and equipment to storage.
15. Assembling, adjusting, and maintaining equipment used in the classroom (includes adaptive equipment).
16. Attending workshops to improve skills necessary to deal with students in this program, including maintaining CPR and First Aid certification.
17. Riding bus and assisting with loading and unloading of students at home and school as needed.
18. Monitoring students during community based instruction, on and off campus sites under the direction of an instructional staff member (as
prescribed on IEP’s). This includes monitoring small groups of students in which an instructional staff member is in close proximity, but not directly present.
19. Assisting in preparation of food and feeding for students with special needs.
20. Performing other duties as assigned.

*The LPN(ESE) will be under the supervision of the registered nurse assigned to that school for all medical procedures.

REQUIRED QUALIFICATIONS:
1. Must be at least 18 years of age.
2. Must be a high school graduate or equivalent (SACS requirement).
3. Possess the ability to relate to children.
4. Licensed Practical Nurse, licensed by the Florida Board of Nursing.

DESIRED QUALIFICATIONS:
1. Additional college training coursework in area related fields.
2. Computer and audiovisual skills.
3. Experience in working with children/adolescents.
4. Certification in CPR and First Aid.