

Title:	<i>Nurse's Aide - LPN</i>
Reports To:	District School Nurse
Status:	FLSA Classified; Section 3319.081 – ORC; SERS qualified
General Description:	The Nurse's Aide LPN, under the supervision of the Circleville City District School Nurse, provides school health services to students, staff, and school visitors. The Nurse's Aide LPN works closely with district staff to carry out district health and wellness policies set forth by the board of education for the students of the District.
Qualifications:	<ul style="list-style-type: none"> • High School diploma/equivalent • Graduation from an accredited nursing program along with current LPN licensure • Must be at least 18 years of age • Must have evidence of current CPR and First Aid certifications • Experience working with children and adolescents preferred • Able to create written communiqués and complete required reports. • Strong keyboarding and general office skills as a means of record keeping. • Proficient in computer skills and knowledge of applications, including Microsoft Word and Excel, necessary to access and disseminate district email and other relevant information in a timely manner. • Good telecommunication and organizational skills. • Good health and good attendance record. • Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ul style="list-style-type: none"> • Able to access office, work room, classroom, and appropriate areas of school and District property and facilities. • Effective communication and interpersonal skills. • Able to lift and move large objects such as boxes of paper, books, and related materials. • Able to work successfully with students, teachers, support staff, administrators, parents, and the community. • Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. • Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ul style="list-style-type: none"> • Provide medical first aid services in the absence of the certified school nurse according to standing medical orders. • Assess injuries/illnesses and notify the certified school nurse of injuries requiring medical care or immediate absence of school. • Complete school accident reports and medical documentation as corresponding incidents arise. • Administer prescribed medications in accordance with standing medical orders. • Receive and log medications for students provided by students. • Screen students who present symptoms of a communicable disease/condition and exclude from school when necessary. • Maintain written and digital medical records to include: <ul style="list-style-type: none"> a. Make health records/immunization logs for new entries 	

<ul style="list-style-type: none"> b. Record and file completed physical forms on permanent health records c. Inform teaching staff of new health orders or amendments to health orders for students. • Notify parents/guardians of significant injuries, health concerns, vision, and hearing referral follow-ups. • Serve as a mandated reporter for possible signs of abuse and neglect. • Assists school nurse with vision, physical, auditory, and scoliosis screenings when appropriate
Other Professional Expectations:
<ul style="list-style-type: none"> • Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. • Demonstrate a belief in and practices ethical principles and democratic values. • Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters. • Performs other job functions as assigned.
Additional Working Conditions:
<ul style="list-style-type: none"> • Occasional extra-hours/weekend work. • Occasional operation of a vehicle under inclement weather conditions. • Occasional exposure to blood, bodily fluids, and tissue. • Occasional interaction among unruly children.
<p>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.</p>