

**LICENSED PRACTICAL NURSE**  
**(School)**

**Minimum Qualifications:** Possession of a permit or a license to practice as Practical Nurse by the New York State Department of Education.

**Reports to:** Building Principal

**Essential Job Function-Distinguishing Features of the Class:**

The work involves responsibility for assisting a School Nurse and School Physician in providing care to students. The work is performed in accordance with detailed and well defined rules. Assignments concerning student care are given specifically and supervised closely by the School Nurse and in accordance with orders prescribed by a Physician. A Licensed Practical Nurse does related work as required.

**Performance Responsibilities-Typical Work Activities:**

- Assists School Nurse or School Physician in the conduct of eye, hearing and scoliosis testing of students.
- Administers first aid treatments to students or employees.
- Weighs and measures height of students and records information.
- Measures student blood pressure.
- Arranges to transport sick or injured students to hospital, home or doctor's or dentist's office.
- Administers certain medications upon specific instructions of a physician or the School Nurse.
- Maintains student medical history records.
- Orders, inventories and stores first aid and related health supplies and equipment.
- Assists in the preparation of records and reports as required.

**Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:**

Working knowledge of nursing techniques and their relation to medical practices. Knowledge of sanitation and hygiene, ability to apply therapeutic treatments as prescribed. Ability to understand and carry out exactly detailed oral and written instructions. Ability to keep records and make reports. Ability to get along well with students and others. Physical condition sufficient to perform the essential duties of the position.

Terms of Employment: 10 month employee

**Special Requirement for Appointment in School Districts/BOCES:**

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

4/2014