



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Licensed Practical Nurse, School Health I, II, III /Medically Complex Exceptional Students  
**JOB CODE:** JJ-083  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 14-16-17 Job Progression Career Program  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** School Principal or Clinical Nursing Supervisor ~~Principal/designee in collaboration with the clinical supervisor designated by the Associate Superintendent of Instruction~~  
The Licensed Practical Nurse, School Health I, II, III will report to the Clinical Nursing Supervisor for all clinical issues in accordance with the Nurse Practice Act.  
**CONTRACT YEAR:** Ten Months and may be extended to maximum number of school-based calendar days at the discretion of the School Principal or Director of Coordinated Student Health Services

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**POSITION GOAL:** To provide medical assistance and educational assistance to ESE medically complex students, and students with chronic health conditions.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Licensed Practical Nurse, School Health I, II, III /Medically Complex Exceptional Students shall carry out the essential performance responsibilities listed below.

- ~~Implement~~ implement students' nursing care plans for students in accordance with the physicians' standing orders. Procedures may include, but are not limited to suctioning, gastrointestinal tube feeding, nebulizer treatments, ventilator care, etc.
- ~~Collaborate~~ collaborate and serve as a team member with other professionals in developing and implementing Individual Education Plan (IEPs) ESE students' and nursing care plans for ESE students and 504 plans for eligible students.
- ~~Take~~ take vital signs and record findings.
- ~~Assist~~ assist in administering medications in accordance with State law and School Board policy.
- ~~Chart~~ chart and record administration of medications.
- ~~Observe~~ observe and report to the clinical nursing supervisor and or the school principal /principal unusual symptoms of medically complex ESE students and students with chronic health conditions.
- ~~Maintain~~ maintain inventory of students' health supplies. Clean and properly disinfect students' health equipment and supplies and properly dispose of waste. Use Universal Precautions at all times.
- ~~Assist~~ assist in reviewing and maintaining health records for medically complex ESE students' and students with chronic health conditions ~~health records.~~
- ~~Assist~~ assist in maintaining emergency information for medically complex ESE students' and students with chronic health conditions ~~emergency information.~~
- ~~Assist~~ assist in communicating with parents, community agencies, health care specialists, and guidance personnel under the direction of the principal and or /clinical nursing supervisor.
- ~~Perform~~ perform health procedures per physicians' orders under the supervision of the clinical nursing supervisor.
- ~~Provide~~ provide comfort to medically complex ESE students, students with chronic health conditions and staff in distress.
- ~~Assist~~ assist schools in implementing emergency health care plans.
- ~~Assist~~ assist medically complex ESE students, students with chronic health conditions and their families to achieve optimal levels of wellness under the direction of the clinical nursing supervisor.
- ~~make home visits as needed.~~
- ~~Prepare~~ prepare health related correspondence under the direction of the clinical nursing supervisor.
- ~~Assist~~ assist students with daily living activities and encourage self-management.
- ~~Assist~~ assist students, medically complex students and students with chronic health conditions as needed, by lifting, transferring, and positioning ~~medically complex ESE students~~ in order to facilitate educational activities and good health.

- Perform and conduct follow-up on failed health screenings of students (vision, hearing, body mass index and scoliosis).
- Conduct health and wellness promotional events (i.e. health fairs, and health education) for students and their families.
- Provide resources for students and their families to access healthcare in their community.
- Monitor immunizations and core state health requirements.
- Travel to alternate work sites during scheduled work hours to perform nursing services, as needed.
- Perform ~~perform~~ other school-related duties, when appropriate, as determined by the principal and or ~~clinical~~ nursing supervisor.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities. ~~assignment.~~
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities responsibility.
- Ensure ~~ensure~~ adherence to safety rules ~~good~~ and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the principal, or ~~or~~ designee.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- Graduation from an accredited Licensed Practical Nurse program.
- A minimum of one (1) year clinical nursing experience in med-surg, pediatrics or a similar nursing specialty. ~~One (1) year of work experience and/or training in the field related to the title of the position.~~
- Licensed in the State of Florida as a Licensed Practical Nurse. License must be in good standing.
- Valid Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS) certification, updated according to the American Heart or American Red Cross Association Standards.
- ~~GRADUATION FROM AN ACCREDITED LICENSED PRACTICAL NURSE program and licensed in Florida as a Licensed Practical Nurse.~~
- Must pass Successful completion of job related test requirements as follows:
  - a. Medication 85%
  - b. Universal Precautions 100%
- Access to reliable transportation.
- Computer skills as required for the position.

#### PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills ~~preferred~~.

#### JOB PROGRESSION / CAREER LADDER ~~Job Progression Career Path:~~

The ~~the~~ Licensed Practical Nurse, School Health I, II, III /Medically Complex Exceptional Students job is designated as one job for the purpose of job progression. When an employee has achieved an evaluation indicating that his/her job performance has met or exceeded the expectations of the job, he/she, at the discretion and approval of the Principal, in collaboration with the clinical nursing supervisor, may be assigned to the next higher pay grade level of the position. NOTE: The employee must be on each level of the job progression career program for a minimum of one (1) year. ~~Employees may be hired only at the entry level position on pay grade 14.~~

**SUPERVISES: None**

#### SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with school staff, students, principals, parents, and health care providers to ensure coordination of health care for students with chronic health conditions.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 11/17/92 &

Adopted: 12/15/92

Revised: 12/9/2003

Board Adopted: 12/16/03

Revised: 11/08/04

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