



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:**     **HEALTH SERVICES – LICENSED PRACTICAL NURSE (LPN)**

**LOCATION:**

**JOB SUMMARY:**

The Licensed Practical Nurse (LPN) functions as a part of the school's health team under the supervision of a registered nurse. The LPN will work in a team relationship with the registered nurse to provide optimal health services to students. The LPN assists in providing the fullest possible educational opportunity for students by minimizing absence due to illness and creating a climate of health and well-being in the schools. Emphasis is directed toward prevention of disease and promotion of health utilizing health services and health education. The LPN functions as a vital part of Calvert County Public Schools health team and provides nursing services in a team relationship under the direction of a registered nurse.

**REPORTS TO:** Principal, Registered Nurse and School Health Supervisor.

**KNOWLEDGE, ABILITIES AND SKILLS:** (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have/be:

1. Successful completion of an accredited school program for Licensed Practical Nursing.
2. Current license as a Practical Nurse in the State of Maryland.
3. Prior experience as a LPN in an educational setting.
4. Current cardiopulmonary resuscitation certification for Health Care Providers from the American Heart Association.
5. Strong written and verbal communication skills.
6. Aptitude to operate a variety of computer and audio-visual devices/equipment.
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

1. Promotes and protects the optimal health status of children.
2. Contributes to the comprehensive nursing assessment by performing focused assessments that address common, re-occurring health needs.
3. Participates in the development and modification of a comprehensive plan of care.
4. Implements nursing care plans per the registered nurse direction.
5. Contributes to the evaluation and documentation of the nursing intervention and revision of the care plan.
6. In conjunction with the registered nurse, conducts health assessments.
  - Screens and evaluates findings or deficits of state mandated screenings, i.e., vision, and hearing.
  - Observes the child for developmental patterns in making nursing assessments.
  - Identifies deviant health findings to report to the registered nurse.
7. Per direction of the school registered nurse, assists with the development and implementation of a health plan.
  - Interprets the health status of students to parents and school personnel.
  - Initiates referrals to parents, school personnel, and community health resources for intervention, remediation, and follow-through.
  - Recommends and helps to implement modification of school programs to meet students' health needs.
  - Utilizes existing health resources to provide appropriate care to students.
8. Maintains, evaluates, and interprets health data in order to meet individual needs of students.
9. Provides clinical LPN nursing services as authorized by the Nurse Practice Act.
10. Implements school health management protocols for the child with special health needs.
11. Implements procedures developed for emergency preparedness, acute illness, injury and emotional disturbances.
12. Participates as a member of the school's emergency preparedness team.
13. Promotes prevention and control of communicable diseases through preventive immunization programs; assists in the early surveillance, detection, and reporting of contagious diseases.
14. Delegates certain nursing functions to unlicensed school staff, under the leadership and direction of the school registered nurse.
15. Coordinates school and community health activities and serves as a liaison between the home, school, and community.

16. Provides support for staff wellness programs.
17. Engages in research and evaluation of school health services to strengthen and improve school health programs and school nursing practices under the supervision of the registered nurse.
18. Participates in continuing education programs (i.e. workshops, seminars, conferences, classes or courses, and certification or degree programs.)
19. Participates in professional organizations.
20. Knows and understands the legal aspects of school LPN practice and the impact on practice.
21. Performs LPN nursing duties in an ethical and professional manner in accordance with the Nurse Practice Act.
22. Accepts responsibility and accountability for professional LPN nursing practice in the school setting.
  - Knowledge of statutes and regulations regarding nursing and nondiscrimination
  - Confidentiality of client records and communication regarding the client
  - Recognized codes of professional ethics
  - Policies and procedures of the LPN's practice setting including changing procedures in the LPN field
  - Delegation of nursing acts only to unlicensed individuals who are prepared or qualified to perform such acts
  - Responsible for the direction, instruction, and regular evaluation of those individuals to which the LPN has delegated a nursing function
23. Interacts well with co-workers and provides outstanding customer service.
24. Comes to work regularly and promptly.
25. Thinks, concentrates, and interacts positively with others.
26. Works well under stress and meets all deadlines.

**OTHER DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the School Health Supervisor, registered nurse, and/or building principal or designee.

**LICENSES OR CERTIFICATES:**

1. Active license as a Licensed Practical Nurse in the state of Maryland.
2. Current American Heart Association certification in cardiopulmonary resuscitation for Health Care Providers.
3. Valid Maryland Driver's License.

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking, and is performed in a typical school environment. Position also requires periods of sedentary work using a computer, monitor, and mouse. Work requires light physical effort. Tasks may include assisting children and moving equipment.

**UNUSUAL DEMANDS:**

Potential for exposure to blood, bodily fluids and other potentially infectious materials for which universal precautions must be implemented.

**TERMS OF EMPLOYMENT:**

Position and salary commensurate with licensure applied to the current salary schedule for support employees.

**FLSA STATUS:** Non-exempt.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 pm

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Anti-Discrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678  
410-535-1700

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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### **Anti-Sexual, Anti-Racial and Anti-Disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.