

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Float School Nurse LPN - ESSER Funded      **Department:** Safety & Health Department

**Grade**      I (LPN)  
**H.P.D.**      7.5  
**D.P.Y.**      196

**Job Description**

**Date Reviewed:** June 2023

**Reports To:** Principal/Safety and Health Director/Student Health Services Supervisor

**Purpose of Job**

The purpose of this job is to provide optimum health care to students within the school setting. The float nurse will cover any clinics where the full time nurse is absent or assist the school nurses with delegated tasks.

**Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
- Assists with immunization review and state reports as directed.
- Assists with student screenings as directed by the nursing supervisor.
- Maintains up-to-date cumulative health records on all students.
- Enter all provider orders, individual health plans and immunization records in the EMR as received.
- Identifies and refers students who are in need of medical and dental care.
- Observes students to detect health needs.
- Assumes authority, for the care of a student or staff member who has suffered injury or emergency illness.
- Assist school nurses in the Health Screening Room as needed
- Assist building administrators with contact tracing and communicable disease procedures as needed.
- Contacts homes of children regarding health concerns when referred by principals.
- Completes in-service training programs and continuing education as directed
- Administers medication per physician orders and contacts physicians when needed
- Completes student injury reports via EMR and follows up with school staff to ensure completion.
- Provides necessary Health Education for students, families, and staff
- Adheres to confidentiality concerning privileged information
- Properly secures medications
- Documents on appropriate clinic forms and electronic medical record

- Carries out all ordered medical procedures within the school
- Locates and reviews instructions in the Substitute Nurse Folder at the beginning of each shift
- Reviews medical history of students as indicated.
- Adheres to Universal Precautions in all situations.
- Assist other CMCSS schools in nursing procedures as directed by Student Health Services Supervisor.
- Maintains a professional image at all times by wearing clean and wrinkle-free uniforms/scrubs.

#### **Additional Job Functions**

Performs other duties as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Current Tennessee or Multi-State Licensed Practical Nurse (LPN) or Experience in a K-12 school setting preferred but not required.

Current Basic Life Support (BLS) certification by American Heart Association. Knowledge of First Aid procedures. Tennessee Driver's License.

#### **Knowledge of Job**

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the school nurse. The float school nurse will have thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 60 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors,

parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**