

**NEW:**  
07/01/2020  
**REVISED**  
09/15/2021

Submitted:  
06/09/2020  
09/14/2021

JOB TITLE:	NURSE (LPN) HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8118
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building Principal and staff.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP
- Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students' and parents' health related needs
- Establishes and maintains all necessary equipment and supplies for the school health room
- Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines
- Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up
- Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.)
- Assists with Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards
- Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP
- Assists JCPS RN/NP with immunization and physical clinics
- Acts as a resource for staff wellness programs
- Communicates with community health agencies to ascertain resources available to students in need
- Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP
- Collaborates with the various teams of District departments and other community agencies in developing, monitoring, and implementing CSH programs and activities
- Performs medical services for which training will be provided
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor and evaluated by Nurse Practitioner Health Services
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Current license as a Kentucky Licensed Practical Nurse (LPN) or license recognized by the KY Board of Nursing through the Interstate Compact

One (1) year of successful experience

Effective communication skills

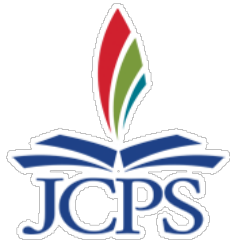
#### DESIRABLE QUALIFICATIONS

Previous health related experience in a school setting

Previous nursing care experience working with special needs students

Previous pediatric/adolescent nursing experience

Experience in diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2020

JOB TITLE:	NURSE (LPN) HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8118
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building Principal and staff.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP
Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students' and parents' health related needs
Establishes and maintains all necessary equipment and supplies for the school health room
Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines
Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up
Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.)
Assists with Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards
Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP
Assists JCPS RN/NP with immunization and physical clinics
Acts as a resource for staff wellness programs
Communicates with community health agencies to ascertain resources available to students in need
Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP
Collaborates with the various teams of District departments and other community agencies in developing, monitoring, and implementing CSH programs and activities
Performs medical services for which training will be provided
Evaluates staff as assigned
Performs other duties as assigned by supervisor and evaluated by Nurse Practitioner Health Services
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Current license as a Kentucky Licensed Practical Nurse (LPN) or license recognized by the KY Board of Nursing through the Interstate Compact

One (1) year of successful experience

Effective communication skills

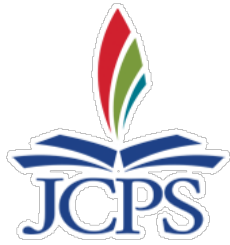
#### DESIRABLE QUALIFICATIONS

Previous health related experience in a school setting

Previous nursing care experience working with special needs students

Previous pediatric/adolescent nursing experience

Experience in diverse workplace



**NEW:**  
08/07/2019  
**REVISED**  
09/15/2021

Submitted:  
08/06/2019  
09/14/2021

JOB TITLE:	SUBSTITUTE NURSE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	LPN 6-SUB-08
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8953
BARGAINING UNIT:	SUBC

#### SCOPE OF RESPONSIBILITIES

Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students, develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

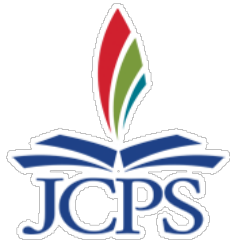
#### PHYSICAL DEMANDS

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#### MINIMUM QUALIFICATIONS

Current Kentucky Registered Nurse (RN) license <b>or license recognized by the KY Board of Nursing through the Interstate Compact</b>
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2021

JOB TITLE:	SUBSTITUTE NURSE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	LPN 6-SUB-08
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8953
BARGAINING UNIT:	SUBC

#### SCOPE OF RESPONSIBILITIES

Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health

Assesses students, develops a health care plan appropriate to the student's needs, and documents medical records

Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care

Participates in student/parent conferences, including initial intake conferences

Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach

Explores community resources and on request schedules appointments to facilitate optimal care

Maintains appropriate medical records and orders supplies and health teaching materials

Provides instruction in other health related programs

Provides health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Current Kentucky Registered Nurse (RN) license or license recognized by the KY Board of Nursing through the Interstate Compact

One year of nursing experience

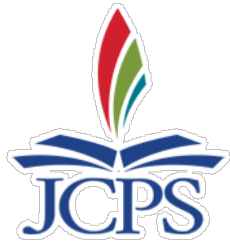
Associate Degree or Nursing Diploma

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace





NEW:

05/05/2021

REVISED

09/15/2021

Submitted:

05/04/2021

09/14/2021

JOB TITLE:	NURSE REGISTERED II
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8114
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health

Assesses students and develops a health care plan appropriate to the student's needs, and documents medical records

Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care

Participates in student/parent conferences, including initial intake conferences

Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach

Explores community resources and on request schedules appointments to facilitate optimal care

Maintains appropriate medical records and orders supplies and health teaching materials

Provides instruction in other health related programs

Provides health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

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#### MINIMUM QUALIFICATIONS

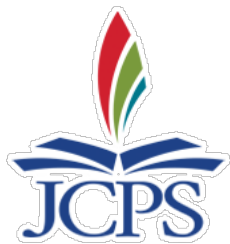
Current Kentucky Registered Nurse (RN) license **or license recognized by the KY Board of Nursing through the Interstate Compact**

One year of nursing experience

Bachelor's Degree in Nursing

Effective communication skills

DESIRABLE QUALIFICATIONS
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2021

JOB TITLE:	NURSE REGISTERED II
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8114
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

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#### MINIMUM QUALIFICATIONS

Current Kentucky Registered Nurse (RN) license or license recognized by the KY Board of Nursing through the Interstate Compact

One year of nursing experience

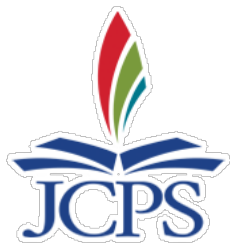
Bachelor's Degree in Nursing

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Classroom Teaching Experience

Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



**NEW:**  
05/05/2021  
**REVISED**  
09/15/2021

Submitted:  
~~05/04/2021~~  
09/14/2021

JOB TITLE:	NURSE REGISTERED I
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8116
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health

Assesses students and develops a health care plan appropriate to the student's needs, and documents medical records

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Participates in student/parent conferences, including initial intake conferences

Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach

Explores community resources and on request schedules appointments to facilitate optimal care

Maintains appropriate medical records and orders supplies and health teaching materials

Provides instruction in other health related programs

Provides health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

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#### MINIMUM QUALIFICATIONS

Current Kentucky Registered Nurse (RN) license **or license recognized by the KY Board of Nursing through the Interstate Compact**

One year of nursing experience

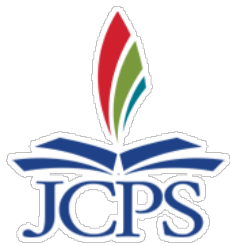
Associate Degree in Nursing

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Classroom Teaching Experience

Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



REVISED  
09/15/2021

Submitted:  
09/14/2021

JOB TITLE:	NURSE REGISTERED I
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8116
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

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Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach

Explores community resources and on request schedules appointments to facilitate optimal care

Maintains appropriate medical records and orders supplies and health teaching materials

Provides instruction in other health related programs

Provides health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Current Kentucky Registered Nurse (RN) license or license recognized by the KY Board of Nursing through the Interstate Compact

One year of nursing experience

Associate Degree in Nursing

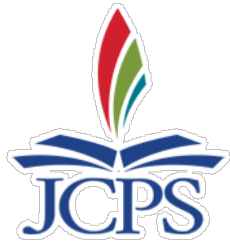
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Classroom Teaching Experience

Experience in school, community and/or pediatric nursing
Experience in a diverse workplace





**NEW:**

**07/01/2020**

**REVISED**

**09/15/2021**

Submitted:

**06/09/2020**

**09/14/2021**

JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Family Resource/Youth Service Center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham) in cooperation with parents, healthcare providers, and collaborative physicians

Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the Vaccines for Children program

Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues

Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed

Performs complete physical examinations and appropriate medical procedures and treatment as needed

Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator

Provides training to staff, parents, and students on health-related issues

Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate

Works in cooperation with and provides trainings for other District school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students

Maintains records and prepares necessary forms and reports, etc. according to program standards

Acts as a resource for all health concerns in the District and assists with staff wellness programs

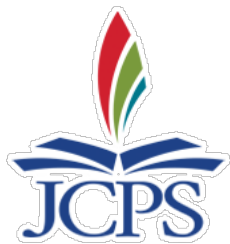
Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance

Collaborates with District departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges

Performs medical services for which training will be provided

Supervises and evaluates Nurse (LPN) and other staff as assigned

Performs other duties as assigned by the supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
<b>PHYSICAL DEMANDS</b>
The work is primarily sedentary unless performing certain health services. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.
<b>MINIMUM QUALIFICATIONS</b>
Current license as a Kentucky Registered Nurse <b>or license recognized by the KY Board of Nursing through the Interstate Compact</b>
Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky
Master's Degree
Current Family or Pediatric Nurse Practitioner Certification
Two (2) years of successful nursing experience
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Experience in community and pediatric/adolescent nursing
Classroom teaching experience
Experience in diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2021

JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Family Resource/Youth Service Center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham) in cooperation with parents, healthcare providers, and collaborative physicians

Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the Vaccines for Children program

Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues

Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed

Performs complete physical examinations and appropriate medical procedures and treatment as needed

Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator

Provides training to staff, parents, and students on health-related issues

Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate

Works in cooperation with and provides trainings for other District school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students

Maintains records and prepares necessary forms and reports, etc. according to program standards

Acts as a resource for all health concerns in the District and assists with staff wellness programs

Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance

Collaborates with District departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges

Performs medical services for which training will be provided

Supervises and evaluates Nurse (LPN) and other staff as assigned

Performs other duties as assigned by the supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
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<b>PHYSICAL DEMANDS</b>
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The work is primarily sedentary unless performing certain health services. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.
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<b>MINIMUM QUALIFICATIONS</b>
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Current license as a Kentucky Registered Nurse or license recognized by the KY Board of Nursing through the Interstate Compact
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Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky
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Master's Degree
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Current Family or Pediatric Nurse Practitioner Certification
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Two (2) years of successful nursing experience
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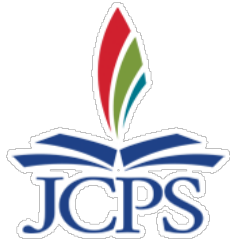
Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Experience in community and pediatric/adolescent nursing
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Classroom teaching experience
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Experience in diverse workplace
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NEW:  
07/01/2020

REVISED:  
09/15/2021

Submitted:  
09/14/2020  
09/14/2021

JOB TITLE:	NURSE HEALTH SCREENING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8121
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for performing screening tests for vision and for hearing at each assigned school in order to identify students who may need further medical follow up and to meet the state regulation regarding vision and hearing screenings

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in all training necessary to perform job functions

Maintains a knowledge of school routine procedures, related community services, and school health procedures

Visits schools as needed to conduct health screening services

Provides training for health screening services

Complies with all rules and regulations governing personal hygiene and safety within the screening process

Maintains essential good will, good health habits, and cooperation with inside and outside contacts

Ensures testing equipment is in proper working condition

Records test results on each student's health card and assists with follow-up as needed

Maintains appropriate records and forwards data to Health Services for the follow-up process and the state report

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

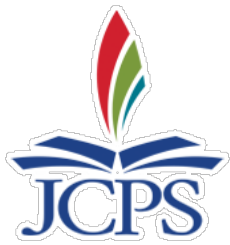
Current Kentucky license as Licensed Practical Nurse (LPN) or Registered Nurse or license recognized by the KY Board of Nursing through the Interstate Compact

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Familiar with school routine

Ability to work with diverse groups
Ability to work with administrators/teachers
Experience using Audiometers, Titmus Vision Machine, tympanometer
Experience in a diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2020

JOB TITLE:	NURSE HEALTH SCREENING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8121
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
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Assumes responsibility for performing screening tests for vision and for hearing at each assigned school in order to identify students who may need further medical follow up and to meet the state regulation regarding vision and hearing screenings

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- |   |
|---|
| Participates in all training necessary to perform job functions   |
| Maintains a knowledge of school routine procedures, related community services, and school health procedures      |
| Visits schools as needed to conduct health screening services   |
| Provides training for health screening services   |
| Complies with all rules and regulations governing personal hygiene and safety within the screening process        |
| Maintains essential good will, good health habits, and cooperation with inside and outside contacts               |
| Ensures testing equipment is in proper working condition  |
| Records test results on each student's health card and assists with follow-up as needed                           |
| Maintains appropriate records and forwards data to Health Services for the follow-up process and the state report |
| Duties may include performance of health services, for which training will be provided                            |
| Performs other duties as assigned by supervisor   |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline              |

PHYSICAL DEMANDS
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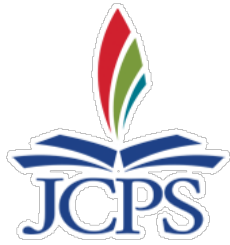
The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
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| Current Kentucky license as Licensed Practical Nurse (LPN) or Registered Nurse or license recognized by the KY Board of Nursing through the Interstate Compact |
| Effective communication skills   |

DESIRABLE QUALIFICATIONS
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|---|
| Familiar with school routine                                      |
| Ability to work with diverse groups                               |
| Ability to work with administrators/teachers                      |
| Experience using Audiometers, Titmus Vision Machine, tympanometer |
| Experience in a diverse workplace                                 |



**NEW:**  
~~08/07/2019~~  
**REVISED:**  
 09/15/2021

Submitted:  
 08/06/2019  
 09/14/2021

JOB TITLE:	NURSE ADVANCED REGISTERED PRACTITIONER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	205 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8112
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Functions in an expanded nursing role in the area of adolescent obstetrics/gynecology and pediatric care under the appropriate medical and nursing direction.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Secures a complete health, psychosocial, physical history and record findings in a systematic, accurate and succinct form
- Performs complete screening physical examinations
- Performs, orders and interprets routine laboratory tests
- Develops a health maintenance plan, including health education appropriate to the developmental level of the adolescent for her infant
- Provides assessment, counseling, education and management for family planning in accordance with program protocol
- Provides health education and counseling including the psychosocial dimensions in the aspects of prenatal care, childbearing, parenting and family life
- Arranges referrals as needed to other members of the health care team
- Maintains records and reports according to program standards
- Participates as a team member in program planning, implementation and evaluation processes
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

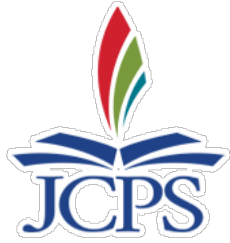
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree
- Current license as a Registered Nurse in the State of Kentucky **or license recognized by the KY Board of Nursing through the Interstate Compact**
- Certified as an Advanced Registered Nurse Practitioner in the State of Kentucky. (May possess a temporary work permit issued by Kentucky Board of Nursing)
- Two (2) years of successful nursing experience



Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Adolescent nursing experience
Maternal/Child nursing experience
Teaching experience
Experience in a diverse workplace



REVISED:  
09/15/2021

Submitted:  
09/14/2021

JOB TITLE:	NURSE ADVANCED REGISTERED PRACTITIONER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	205 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8112
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
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Functions in an expanded nursing role in the area of adolescent obstetrics/gynecology and pediatric care under the appropriate medical and nursing direction.
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- |   |
|---|
| Secures a complete health, psychosocial, physical history and record findings in a systematic, accurate and succinct form                               |
| Performs complete screening physical examinations   |
| Performs, orders and interprets routine laboratory tests  |
| Develops a health maintenance plan, including health education appropriate to the developmental level of the adolescent for her infant                  |
| Provides assessment, counseling, education and management for family planning in accordance with program protocol                                       |
| Provides health education and counseling including the psychosocial dimensions in the aspects of prenatal care, childbearing, parenting and family life |
| Arranges referrals as needed to other members of the health care team   |
| Maintains records and reports according to program standards  |
| Participates as a team member in program planning, implementation and evaluation processes  |
| Performs health services, if needed, for which training will be provided  |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline  |
| Performs other duties as assigned by supervisor   |

PHYSICAL DEMANDS
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The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.
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MINIMUM QUALIFICATIONS
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- |  |
|--|
| Bachelor's degree  |
| Current license as a Registered Nurse in the State of Kentucky or license recognized by the KY Board of Nursing through the Interstate Compact             |
| Certified as an Advanced Registered Nurse Practitioner in the State of Kentucky. (May possess a temporary work permit issued by Kentucky Board of Nursing) |
| Two (2) years of successful nursing experience   |
| Valid driver's license   |

Effective communication skills
DESIRABLE QUALIFICATIONS
Adolescent nursing experience
Maternal/Child nursing experience
Teaching experience
Experience in a diverse workplace