

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** LICENSED PRACTICAL NURSE (SCHOOL)

**TITLE #** 1397

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for nursing duties of a non-professional nature in a school health office. Employees in this class assist medical professionals in routine screenings and first aid and are responsible for the preparation and maintenance of health records. Work is performed under the general supervision of a Registered Professional Nurse. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Keeps charts and records for the school health office;

Assists Registered Professional Nurse in the administration of routine first aid;

Assists school physician with school physicals and screenings;

Contacts families regarding illness or absence of a student;

Assists Registered Professional Nurse in the daily operation of the Health office;

Prepares records and reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of nursing techniques and skill in their application; ability to carry out oral and written instructions; ability to maintain charts and records and prepare reports; ability to develop good relationships with students, teachers and parents; good observation; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Completion of a course of study in practical nursing approved by the New York State Education department.

**SPECIAL REQUIREMENT:** Must possess at the time of application and maintain a certificate of registration for practice as a Licensed Practical Nurse issued by the New York State Education Department.

ADOPTED: 01/11/90

REVISED: 11/26/03 ms