

Posted: July 19, 2022

Position:

Licensed Practical Nurse – Satsuma City Schools (Classified)

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the attached application. Please submit your application to the contact person at the address below. For more information, you may contact:

Kristi Threlkeld  
Satsuma City Schools  
220 Baker Road  
Satsuma, AL. 36572  
(251) 380-8200  
kthrelkeld@satsumaschools.com

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



**TRADITION. VISION. INNOVATION.**

Job Title – Licensed Practical Nurse (HR30)

**Supervisor:** Lead Nurse, Principal(s)

**FLSA Status:** Non-Exempt

**Job Goals:**

To assist in providing services that work toward the good health and wellness of students and the improvement of health conditions in general.

**Minimum Qualifications:**

1. Valid license from the Alabama Board of Nursing designating Licensed Practical Nurse.
2. Current BLS/CPR card.
3. Preferred (2) years' experience in hospital or community health setting.
4. Valid driver's license and the ability to have access to appropriate transportation to meet job requirements.
5. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
6. Demonstrated proficiency in oral and written communication skills.
7. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
8. Knowledge of current general medical and pediatric nursing practices.
9. Proficient in assessing vision and other appropriate health screening activities and programs (such as immunization audits).
10. Ability to establish and maintain effective working relationships with students, parents and school faculties.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, highly intensive work environment.
12. Ability to identify and solve problems as a productive team member.
13. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
14. Ability to be punctual and in regular attendance.
15. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Provides nursing care for students requiring special health procedures.
3. Refers parents, students, teachers, health agencies, and individuals for health counseling to the assigned RN.
4. Maintains proper and accurate documentation.
5. Contacts principal and appropriate health agencies regarding crisis situations in the school, including child abuse, threatened suicide and accidents.
6. Assists students with medications according to approved procedures.
7. Administers first aid in accordance with established first aid procedures.
8. Adheres to rules and regulations.
9. Assists the RN in screening programs and school programs including spinal screening, vision, and hearings screenings, immunization audits, etc.
10. Demonstrates initiative in the performance of assigned responsibilities.



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11. Participates successfully in the training programs offered to increase skill and proficiency related to assignments.
12. Keeps supervisor informed of potential problems or unusual events.
13. Serves on school/system committees as required or appropriate.
14. Exhibits interpersonal skills to work as an effective team member.
15. Demonstrates initiative in identifying potential problems or opportunities for improvement.
16. Prepares all required reports and maintains all appropriate records.
17. Maintains appropriate confidentiality regarding school/workplace matters.
18. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
19. Engages in professional growth and demonstrates professional ethics and effective leadership.
20. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
21. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
22. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
23. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
24. Uses effective collaboration skills to work as a productive team member.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Performs any other job--related duties as assigned by Supervisor(s).

**Terms of Employment:**

Nine month position in accordance with the Board's salary schedule.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.



# Satsuma City Schools

## Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

### Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_