Canandaigua School District – Vacancy
10 month position – Start date December 21,2026
Minimum starting salary $33,442/yr. Actual hiring rate commensurate with experience.

LICENSED PRACTICAL NURSE

MINIMUM QUALIFICATIONS: Possession of a current license to practice, or temporary permit, as a Licensed Practical Nurse in New York State.

SPECIAL NOTE: TEMPORARY PERMIT: Candidates who possess a temporary permit as a Licensed Practical Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the routine care of patients in accordance with a detailed and well-defined patient care plan under direct supervision of a higher-level medical professional. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

CORRECTIONAL FACILITY OR MENTAL HEALTH:

Assists with patient triage, medication refill requests, and education for medication adherence and side effects;
Carries out therapeutic treatments such as, preparing and applying dressings and administering medications, in accordance with established policy;
Assists in the admission and discharge of patients, including obtaining medical history, medication history, and family history and completing required documentation/patient records;
Collects and documents vital signs and observes and records other symptoms;
Collects specimens and carries out diagnostic procedures under supervision;
Assists in the implementation of the nursing care plan;
Acts as a member of an interdisciplinary team to care for the psychological, emotional and physical needs of those with mental health or substance abuse disorders;
Cares for medical equipment including high level disinfection and sterilization;
Prepares exam room and performs other tasks designed to provide a suitable environment for the patient;
Maintains patient files and reports, including scanning of documents into patient records;
Schedules outside doctor and dentist appointments;
Assists with the communication to coordinate patient care with outside medical agencies;

EDUCATIONAL FACILITY:

Assists the School Physician in physical, visual and auditory screening examinations of students and employees;
Administers first aid and emergency treatment to students and employees;
Prepares and maintains health records for school authorities;
Assists at school immunization clinics;

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LICENSED PRACTICAL NURSE

TYPICAL WORK ACTIVITIES: (Continued)

EDUCATIONAL FACILITY:

Arranges for transport of sick or injured students or employees to hospital, home, doctor's or dentist's office in case of emergency:
Inspects the school buildings playground and cafeteria and reports on general safety and sanitary conditions;
Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
Prepares and maintains records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern nursing principles, techniques and their relation to medical and surgical practices; working knowledge of dietetics, sanitation and personal hygiene; ability to carry out therapeutic treatments; ability to understand and follow technical, oral and written instructions; ability to work effectively in a security environment following basic security procedures; ability to communicate effectively both orally and in writing; ability to prepare both written and oral reports; ability to get along well with patients, students, and others; good observation; mental alertness; firmness; initiative; patience; emotional stability; sympathetic attitude toward the sick, good moral character; physical condition commensurate with the demands of the position.

REVISED: 7/23/01; 4/10/23
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE