

BOURNE PUBLIC SCHOOLS

Licensed Practical Nurse (LPN) Education Support Personnel

Category 3

Job Description

Reports to: Principal
Student Services Director
Director of Special Education and Student Services
School Nurse/School Nurse Leader
Assigned Teacher

Job Goal: To ensure the health and educational needs of assigned student(s) are met

Responsibilities:

1. Provide nursing care for the health needs of assigned students, including emergencies
2. Implement health care plans as written and follows provided doctor's orders
3. Assess, evaluate, and monitor the specific health needs and medical condition of the assigned student(s) throughout the school day
4. Functions as the primary liaison between the student's teachers, family and school nurse on relevant health matters as they pertain to the assigned student(s)
5. May be assigned to support students within designated ratios depending on the nature of the disability, health and learning needs
6. Assist, as assigned, in implementing the student(s) daily schedule
7. Assist with the supervision of students across all settings throughout the day
8. Implement the Individualized Education Plan, including providing all accommodations, modifications, and specialized instruction as outlined
9. Implement individualized behavior/social emotional plans including data collection
10. Follow prescribed criteria for providing and/or fading student support through data analysis
11. Provide academic support based on classroom assignments and curriculum presented, including but not limited to pre-teaching and re-teaching
12. Assist students with organization throughout the school setting/day
13. Collaborate with teachers regarding the academic, social, behavioral and physical needs and/or modifications, accommodations, or activities of the total student
14. Provide assistance with record keeping, data collection,- attendance, collection of money, etc.
15. Provide follow up activities to the teacher's lesson including working with students individually or in small groups under the direction of the classroom teacher
16. Respond to the needs of the students, especially at times when the teacher is otherwise not available
17. Participate in designated in-service programs
18. Provide supervision of assigned student(s) on field trips and other activities and programs during the school day
19. Perform assigned school duties such as lunch, recess, bus, hall, etc.
20. Small group instruction/assistance for math, reading, writing, and other activities
21. Help maintain a safe classroom environment
22. Assist with classroom preparation, organization, and clean up when necessary

23. Support the social emotional needs of students through positive relationship building
24. Assist students in dressing for the weather as needed
1. Monitor and-promote physical and social emotional safety throughout the day
25. Support students accessing technology
26. Provide generalization of instructional practices developed by related service providers (speech, OT, PT, Psychologists, etc.)
27. Assist with note taking and/or scribing for the student
28. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate
29. Ensure that all accommodations outlined in the DCAP (District Curriculum Accommodation Plan) are implemented based on student need
30. Perform other duties as assigned by the Principal and/or Building Administrator

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Be able to occasionally lift and/or move students/objects
5. Must be able to work in a noisy, stressful, high pressure environment while maintaining student safety
6. May be assigned to multiple/different classrooms, grade levels, and/or teams
7. Ability to respond to emergency situations
8. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
9. May be required to assist with student personal hygiene/toileting
10. Ability to complete district approved de-escalation and safety training
11. Ensure confidentiality regarding all personal information, medical information, and educational records concerning students and their families
12. Maintain professional boundaries with students and families
13. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
14. If the assigned student(s) is absent, work as assigned by the Building Principal and/or Director of Student and Special Education Services
15. Continually pursue professional training to keep skills current, participate in in-service training programs, attend courses, attend department meetings, etc.
16. While performing the job, communicate effectively

Qualifications:

Associates degree or higher preferred

Current license to practice as a licensed practical nurse in Massachusetts

Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019