

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**JOB DESCRIPTION**

**TITLE:** Specialized Paraeducator: Medical

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Licensed Practical Nurse (LPN) by the Louisiana State Board of Practical Nurse Examiners or Registered Nurse (RN) by the Louisiana State Board of Nursing.
4. Completion of the certification standards that have been set by the State Department of Education, St. Tammany Parish School Board
5. Effective oral and written expression.
6. Ability to work with all students across multiple environments.

**REPORTS TO:** Principal

**JOB GOAL:** Assists students in meeting the goals set forth in the Individual Education Program as well as the Individual Health Plan.

**JOB SUMMARY:** To assist the teachers and school nurse by providing health care services meeting the individual needs of students; and providing appropriate care for ill, medically fragile and/or injured students.

**ESSENTIAL JOB FUNCTIONS:**

1. Administer first aid, medication and specialized medical treatments, and such tasks that require specialized training.
2. Assist students by implementing activities to achieve the Individual Education Program (IEP) and/or health care plan under the supervision of the teacher, therapist, and/or school nurse.
3. Perform non-instructional activities such as clerical housekeeping, monitoring, and other assigned duties under the supervision of the teacher/nurse.
4. Follow proper instruction by therapist, teacher, and/or nurse, lifts, positions, transfers, assists in mobility, feeds, toilets, and provides/assists in other self-care activities.
5. Follow proper training supervised by the school nurse, performs medical procedures including catheterization, suctioning, tracheotomy care, ventilator care, gastronomy feedings, ileostomy/colostomy care, oxygen monitoring and/or other medical procedures.
6. Demonstrate the highest ethical and confidential standards when dealing with colleagues, students and parents.

**PHYSICAL DEMANDS:** Possess physical skills and stamina to perform all job responsibilities as lifting, walking distances, standing, bending, stooping, bilateral hand usage and reaching.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Arrive and leave in a timely fashion.
2. Serve duty on designated days according to schedule.
3. Perform other appropriate tasks assigned by teacher, Principal and/or school nurse.

**TERMS OF EMPLOYMENT:** 9 months per year. Salary in accordance with the current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: \_\_\_\_\_

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

Reviewed and

Agreed to by: \_\_\_\_\_

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

(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

(REV 5/2018)