

**Job Description
Moore Public Schools**

Job Title: Nursing Assistant

Credentials: Is licensed/certified in Oklahoma, as a Licensed Professional Nurse (LPN).

Training or Experience Required: Certified in Cardiopulmonary Resuscitation (CPR) and First Aid and Pediatric nursing experience is preferred

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information give/receive simple instruction and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations required logging, filing, or posting simply entry items manually or by the computer.

Mathematical Skills: Performs complex and routine computation such as addition, subtraction, multiplication and division using whole numbers, fractions, decimals, and/or percentages, requiring skill in higher level college math and statistics.

Reading and interpreting: Reads and interprets written or printed materials such as medical records/charts, articles, diagrams, and instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, CRT/computers (no software experience). May on occasion use more difficult machines without any proficiency required, such as data entry.

Office filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Reports to: Building Administrator and School Head Nurse. The Administrator is direct supervisor and Head Nurse provides and directs in health and medical tasks.

Site: various

Job Goal (Purpose of position): Performs basic nursing duties under minimal supervision to manage and deliver school health services to protect the health, wellness, and learning in the school environment.

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. This job requires that the incumbent follow generally standardized operating

policies and procedures and will have to interpret policies and procedures that follow predetermined solutions established by higher-level supervision or operating procedures.

Contact with others: An incumbent in this position has regular contact by telephone or in-person with members of the staff, medical community, members of own staff and district, and public to determine action information needed. The job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. The job requires tact and diplomacy.

Other performance measures: Successful performance of the job requires good customer service/people skills to work with the schools, families of students and medical professionals. It requires following safety guidelines and policies in order that students and others including self are protected from accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work related concerns. Creativity, initiative, and effective problem solving are critical to the success of this position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential job functions (PERFORMANCE RESPONSIBILITIES):

1. Assumes responsibility for the health-related needs of the students such as administering basic First-Aid to students as needed.
2. Administers medication (based on state regulations and according to MPS Board Policies), and meets all annual requirements set forth by certification board, licensure board, MPS Board of Education, Oklahoma Health Care Authority, or other agency.
4. Maintains confidential school health records by entering data into student files.
5. May assist in the management of health care documents and files.
6. Acts as a resource for health education, training, and to office or Registered Nursing Staff with medical and health-related tasks.
7. Follows all OSHA regulations.
8. Assists students with personal care needs.

Supervision exercised: An incumbent does not supervise.

Physical/mental requirements and working conditions: This job requires frequent bending, stooping, and occasional to frequent squatting/crouching, reaching above the shoulder, and pushing or pulling. There is an occasional lifting up to 75 pounds to assist in lifting chairs, classroom equipment, and supplies. There may be required lifting and transferring students from wheelchairs to floor or changing tables. The incumbent must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. Must be able to supervise students in the classroom and outside. Must be able to communicate with student and parents. Must

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Terms of employment: 180 days per year/Part - time/ 3 hours per day

Salary: School Support 11 – Part-time Salary Schedule

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-12-19