MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Licensed Practical Nurse/ DATE: May 21, 2003

Paraprofessional REVISED: August 13, 2014

REPORTS TO: Supervisor of Special APPROVED BY: Board of Directors

Education

JOB SUMMARY: Assist and evaluate the care of students and staff, maintaining

safety and sanitary standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Establish first aid procedures, health care plans and act in a medical support role for the care of students.

- 2. Provide health services as prescribed by physician and information contained in the Individualized Education Program (IEP).
- 3. Administer medication based on approved directives and observe and document any reactions to the medication.
- 4 Assist classroom teachers with physical and medical management of assigned students.
- 5. Assist school personnel in maintaining safety and sanitary standards.
- 6. Observe students and assist with their health related needs.
- 7. Complete and file local, state, and federal reports.
- 8. Clean and help maintain all health related materials and equipment.
- 9. Maintain confidentiality of all student health care plans.
- 10. Document all health services provided to students.
- 11. Assist with instruction of educational lessons on a daily basis
- 12. Possess knowledge of and assist with meeting goals in the Individualized Education Program (IEP.
- 13. Assist in maintaining a consistent routine for all students.
- 14. Collect and maintain snack money and submit lunch forms.
- 15. Assist with student files, keeping information current.
- 16. Assist with attendance records and invoicing information.
- 17. Assist teachers in correcting papers, supervising testing and makeup work.
- 18. Assist in the organization and preparation of classrooms and bulletin board displays.
- 19. Maintain a safe, clean and orderly classroom environment conducive to

learning.

- 20. Disinfect student supplies, desks and tables on a daily basis.
- 21. Assist in planning activities for students.
- 22. Assist the teacher in dealing with individual student's academic and social/behavior needs as they relate to the instructional program.
- 23. Assist students with the use of specialized equipment.
- 24. Assist students with personal hygiene.
- 25. Assist students with various special needs such as feeding, bathroom, etc.
- 26. Provide personal transportation assistance for students as dictated by the Individualized Education Program (IEP), authorized by the parent/guardian and approved by the program supervisor.
- 27. Maintain highly qualified status by complying with local, state and federal mandates.
- 28. Perform other duties as assigned by the Supervisor of Special Education.

QUALIFICATIONS:

- Licensed Practical Nurse required
- Valid CPR and first aid certification required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- · Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand for extended periods of time with some walking or moving throughout the building
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical classroom environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids, or disease

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various nursing equipment
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)