

Job Description

Position Title	LPN		
Building	Varies	Department	Health Services/Special Education
Hours	Varies	Supervisor	School Nurse and Principal
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, phone, first aid supplies, other devices and equipment as needed to perform and complete health tasks

Primary Function	Under direction of the school nurse, performs emergency care for children with illnesses or with medical needs, according to the guidelines of the school health services program.
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Essential Duties	
1	Assists disabled student to and from school each day; responsible for student's safety; secures bus straps and harness and monitors closely.
2	Assists student in removing outer clothing (jacket, hat or mittens, etc.) each day upon arrival and assists in putting outer clothing back on for recess and for return trip home; assists with clothing changes as needed due to incontinence.
3	Counts and documents medications as they come to school with student; interprets M.D. orders and follows through as directed by physician in administering daily medications; is prepared at all times to administer emergency medication for seizure activity.
4	Monitors student for possible signs of fatigue and/or discomfort (student may be nonverbal); addresses needs; reports any concerns to parent as they arise.
5	Performs gastric tube feedings as needed (connects tubing and vial; delivers nutrition, water and daily medications; then disconnects and cleanses tubing following feedings).
6	Transfers student as needed to and from walker, rocking chair, adaptive tricycle, stander, adaptive swing, swimming pool, and to cot for adaptive phy ed and for rest. (Student may be non-weight bearing unless assisted.)
7	Performs peri cares (if needed by a diapered student).
8	Follows thru with instructions for accomplishing IEP goals as directed by teachers.
9	Assists student with exercises and stretches during adaptive phy ed as directed by phy ed teacher.
10	Documents daily nursing activities on special ed forms.
11	Keeps school nurse updated on student's medical and physical conditions.
12	Keeps school nurse informed of adaptive means needed for student's well-being, integration, and safety.
13	Provides one-on-one emergency and non-emergency cares to student as directed by doctors and under the supervision of the school nurse utilizing proper documentation of

	cares and communicating any health concerns.
14	Promotes and maintains the mental, emotional, physical health and well-being of all students.
15	From the time of arrival and departure of the bus at student's home, escorts and assists the student to and from various classes promoting independence and monitoring respiratory status at all times.
16	During breaks, student will be with another paraprofessional. The school nurse is to be contacted via walkie talkie if any other health concerns should arise.
17	Assists other students with various tasks requested by teachers in the special education department while still being available for student when needed.
18	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of related experience, sufficient to successfully perform the essential duties of the job such as those listed above. Possession of current LPN licensure and CPR/AED/first aid certification is also required.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of general safety and health rules. • Knowledge of CPR/first aid. • Knowledge of basic office equipment and office procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying routine emergency care. • Skill in relating to and understanding children. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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