

UPDATED 3/2016

TITLE OF POSITION: Licensed Practical Nurse (LPN)
CLASSIFICATION: Specialist
LOCATION: Schools
SUPERVISOR: Student Support Services Administrator or School Principal

GENERAL DESCRIPTION:

Performs regular LPN duties as specified below under the direction of the district registered nurse for a designated student or in a school/classroom. LPN's hired to support a designated student will continue as long as educational team/health services team determines a need for LPN support or while the student is enrolled.

DUTIES AND RESPONSIBILITIES:

The LPN may perform all or some of the responsibilities defined below:

1. Perform LPN duties in accordance with current state license.
2. Perform delegated medical responsibilities in the school setting under the direction of the building/district registered nurse.
3. Assist student(s) with hygiene and self care needs such as catheterization, positional changes, and therapy as trained by physical and occupational therapists and/or registered nurse.
4. Implement individual health care plans as written.
5. Document observations and regularly report to registered nurse.
6. Assist in building health room with assessment of students, referral to appropriate care provider, inventory of first aid supplies, and general maintenance of the health room as available.
7. Administer medication per training and district policy, especially medication given by alternate routes, ie. medication in tube feedings, topical and injectable medication.
8. Provide diabetic care as needed.
9. Assist with maintenance of health records.

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification

QUALIFICATIONS/ABILITIES:

1. Must have LPN state license.
2. Ability to lift 50 pounds and lift with assistance as per district training/policy.
3. Ability to communicate effectively with students, parents, district staff, and medical personnel.
4. Ability to attend to emotional and physical needs of students.
5. Ability to assist students in transferring in/out of wheelchairs and to/from adaptive equipment, including changing tables.
6. Ability to remain calm in times of high stress and make appropriate decisions in emergency situations.

7. Ability to promote students' best interests through positive role modeling and student advocacy.
8. Knowledge of health care techniques and principles.
9. Ability to administer medications and perform first aid or CPR. Must have first aid certification or obtain within 30 calendar days of hiring.
10. Must respect confidential nature of student information and conversations regarding students.
11. Experience in a school setting with students is preferred.
12. Demonstrated ability to prioritize and work independently with a minimum amount of supervision.
13. Ability to use proper grammar and English in both verbal and written communication, as well as the usage of correct spelling and basic mathematics.
14. Basic record keeping skills.
15. Basic computer knowledge including Microsoft Word, Excel, and Outlook.
16. Must be able to work in a team setting and take direction.
17. Must have access to reliable transportation.

Testing may to be used to determine knowledge of pertinent skills.

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