Job Description
Moore Public Schools

10.14

Job Title: Nurse/Teacher Assistant (LPN)

Credentials: The minimum education requirement for this position is a valid license by the Oklahoma State Board of Nursing Registration and Nursing Education.

Training or Experience Required: 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: Head School Nurse, Building Administrator, Classroom Teacher, and/or Special Services Director

Site: various

Job Goal (Purpose of position): Perform professional level nursing duties under minimal supervision to implement, manage, and deliver school health services to maximize health, wellness, and learning in the school environment. Perform semi-skill teacher assistant activities and tasks under general supervision to assist teacher to provide a teaching environment to improve and develop the students, social, communication, and intellectual skills.

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 and independent judgment such as problem solving, making formal presentations; interpreting policies and procedures. Some interpersonal interaction and communication is required outside of the specific classroom environment with staff and parents.

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 programs and related needs of the students.

2. Participates in placement meetings when appropriate.

3. Provides medically prescribed interventions, including medication administration (based on state regulations), and provides care to students with special needs.

4. Maintains comprehensive school health records

5. May assists in the development of individualized student health care plans

6. Participates in student centered school team meetings, as appropriate.

7. Administers medical and other medical aide to students, as prescribed by their medical/health care plan

8. Act as a resource for health education.

9. Follow all OSHA regulations.

10. Assists with instruction and activities for individuals or for groups as assigned by the teacher. Supervises students in instructional settings, off-campus activities and during non-instructional activities such as recess, assemblies, emergency drills, lunch periods, etc. On occasion, may supervise the class in teacher's absence.

11. Prepares, creates, and/or adapts instructional materials as directed by the teacher. Prepares bulletin boards, and other teaching aids. Assists students with assignments. Sets up and operates equipment for instructional purposes.

12. Serves as chief source of information and assistance to substitute teachers.

13. Assists teachers with student behavior management strategies. Restrains out of control students when necessary. Alerts teacher to special needs of students.

14. May assist students with personal care needs.

15. Performs housekeeping duties with classroom to ensure it is neat and clean. May assist students in boarding and getting off bus.

16. Operates photocopier, laminator, and duplicator. May operate the computer. Assists teachers in obtaining supplies necessary for scheduled activities; i.e. paints, brushes, construction paper, science supplies, etc. Assists teachers with compiling student's work to send home weekly Thursday folders. Sends home letters to parents as required.

17. May assist with playground, bathroom, and cafeteria duties as needed.

18. Must be willing to have flexible schedule and commute between schools if necessary.

19. Performs other duties as assigned.

20. Maintains confidentiality about information regarding students.

21. May be asked to assist in transporting students on a special bus, curb-to-curb, if necessary.

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

be able to get around the classroom, media center, cafeteria, campus, etc. Must be able to assist students with normal activities. Work is performed with patience, consistency, and endurance.

Terms of employment: 188 days per year

Salary: School Support – Category H

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

Approved: 10-12-15