

LPN/HEALTH PARA



Department:	Special Education
Reports To:	Principal/Dean of Students
Group/FLSA Status:	Direct Student Staff (DSS)/Non-Exempt
Revised:	5/01/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

Under the direction of the Registered Nurse, the LPN/Health Para is responsible for providing skilled nursing services, nursing treatments, health education, evaluation, health screening services, medication administration, and the maintenance of health records within the building of assignment and in accordance with district policies and procedures determined by the School Nurse.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Assesses and evaluates student health care needs and provides nursing services;
- Determines student health needs, complaints and symptoms;
- Performs nursing evaluation techniques to assess health signs, symptoms and complaints (e.g. takes blood pressure, pulse, temperatures, respirations, neurological checks, monitors for signs of medication side effects, etc.) under the direction and guidance of the School nurse;
- Makes nursing assessments in accordance with school policy, nursing standards, nursing procedures, state and local mandates;
- Provides nursing care and skilled nursing services in accordance with student needs and/or individualized health care plans;
- Provides emergency 1st aid and medical care;
- Administers medication as prescribed;
- Performs allergy, asthma (e.g. nebulizer and inhalers), and anaphylactic treatments;
- Performs diabetic monitoring injections;
- Provides wound care and dressing changes;
- Prepare First Aid kits;
- Administer vision and hearing screenings and follow-up testing;
- Participates in documenting and maintaining health medical records to assure compliance with state and local mandates including immunizations, incident reports, physical exams, screenings, and medical conditions;
- Compiles and summarizes data for statistical reports;
- Completing Medical Assistance billing procedures;
- Obtain medical diagnosis and identify ICD-10 codes;
- Documents all health service visits and emergencies;
- Provides health educational services within the building in the areas of handwashing, hygiene or other areas;
- Provides education and staff training or information to staff concerning health concerns; blood borne pathogens, medication reactions, seizures, or other health issues;
- Answers and addresses concerns of parents with respect to health care issues;
- Orders health service supplies;
- Attends training sessions; conferences, seminars, district and departmental meetings;
- Participates in regular staff meetings and other projects/committee representation as needed;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Essential knowledge and specialized subject knowledge required to perform the essential functions of the job;
- Ability to demonstrate confidentiality;
- Proper procedures for medication administration;
- Knowledge of relevant health laws, guidelines and rules pertaining to student health care and nursing care services;
- Knowledge of district administrative rules and procedures pertaining to health care services and operations;
- Principles, practices and trends in nursing, health care, and child development and growth issues;
- First Aid and CPR;

- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Licensed Practical Nurse with a degree in Nursing;
- Minimum of two years nursing experience preferred;
- Experience working with students with multiple handicaps preferred.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Current Licensed Practical Nurse (LPN);
- Current CPR Certification;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Program Administrator and Registered School Nurse;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district;
- Business travel may be required;
- Work may require long hours including early morning and activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of up to 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.
- Exposures to disagreeable odors, communicable diseases, bodily fluids, and biohazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.