



LICENSED PRACTICAL NURSE

Classification: Licensed Practical Nurse

Location: Assigned School(s)

Reports to: Nursing Supervisor

FLSA Status: Non-Exempt

Employee Group: ELNA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

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

Part I: Position Summary

Provides student care for illnesses, injuries, medications and procedures. Monitors health and safety concerns, e.g., crisis/disaster planning. Will inform RN of students with health concerns and/or special needs.

Part II: Supervision and Controls over the Work

Work is typically performed at school sites, including the health room, office, classroom, school grounds and general school environment. Must deal with a wide range of student health concerns and crises. Work can include a variety of emergencies and frequent interruptions. Incumbent may be required to travel between and be flexible with assignments. May need to deal with injured, angry, and/or distraught individuals. Must rigorously comply with State regulations and district policies and procedures to help assure appropriate health services for students. Must comply with district policy and procedure for handling and disposing of bio-hazardous waste.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to the following:

1. Individualize and implement individual health care plans for students with critical health care needs.
2. Triage and assess illnesses and injuries and take the appropriate action.
3. Administer medication and treatments per state laws.
4. Maintain/monitor student health records and data, including immunizations, documentation of medication administration, confidential documents and state reports.

5. Assist in organizing and implementing state screenings (vision, hearing and scoliosis).
6. Assist in implementation of health-related issues stated in student IEP and 504 plans.
7. Work as a member of a team with health services staff to coordinate and carry out services.
8. Make appropriate health referrals based upon knowledge of available community resources.
9. Alert appropriate staff regarding student medical concerns.
10. Use computers and related technologies.
11. Collaborate with staff and parents in advocating for children.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Valid Washington State Licensed Practical Nursing License (LPN).
3. Knowledge of health care and LPN techniques and principles, including pharmacology, and state and federal regulations affecting LPN licensure.
4. Must maintain current First Aid/CPR certification.
5. Valid Washington State Driver License and reliable personal transportation.
6. Ability to recognize situations that exceed LPN training and expertise, thus necessitating the need to notify and consult with a district Registered Nurse.
7. Ability to work with student's IEP's (Individual Educational Plan), and 504 plans.
8. Ability to administer medications and treatments to students, and knowledge of attendant laws and policies for dispensing and control of medications and treatments.
9. Knowledge of communicable diseases and ability to report such diseases to appropriate municipal and governmental agencies, and school personnel.
10. Ability to remain flexible to changing situations, prioritize duties, organize activities and work independently.



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11. Communicate tactfully and effectively both orally and in writing with a variety of staff, students, and public in a multicultural environment.
12. Skills in assessing the physical and emotional needs of students.
13. Ability to respond consistently and appropriately to all students in a calm, reassuring and nurturing manner.
14. Ability to administer First Aid and CPR to students and staff.
15. Ability to handle confidential matters and information.
16. Ability to learn the operation of computers and software, including keyboarding and data entry and word-processing.
17. Familiar with basic record keeping process including alphanumeric filing systems, answering phones and operating office machines.

Part V: Desired Qualifications

1. Bachelor's degree.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to assist students or intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.