

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/21	Licensed Practical Nurse (LPN) Education Assistant	2.12.36
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PURPOSE:

To improve student achievement by performing specialized support services as a Licensed Practical Nurse (LPN). The LPN will work with the health services nurse team and take direction from registered nurse. The position assists in carrying out assigned nursing tasks, activities, promotes student safety and well-being, collects and records student data, and nursing electronic documentation.

SUPERVISION RECEIVED AND EXERCISED:

Reports to: Coordinator Health Services, health services nurses.

ESSENTIAL FUNCTIONS - May include, but are not limited to, the following:

Implements nursing care according to established priority of needs and according to standards of nursing practice.

Works with Registered Nurse and other colleagues to plan routines, programs, assignments, and special projects.

Carries out medical care actions designed for students as directed by registered nurse.

Provides medically related intervention for students and appropriate emergency and routine medical intervention. Communicate student needs and student progress to registered nurse.

Maintains daily health records on students. Identify and communicate health care needs of students under the direction of the RN.

Contacts parents regarding health problems and follow up on medical concerns.

Implements nursing protocols under the supervision of a registered nurse, which may include G-Tube feeding, suction, tracheotomy care, medications, catheterization, 1:1 nursing needs, and communicable disease protocols.

Provides input into Student Health Management Plan. Assists in implementation and reviewing student progress and setting.

Uses personal safety techniques to avoid exposure and injury to self, students, and other staff.

Supports students during transportation to and from school as a bus rider.

Attends staff development classes and other team meetings.

Maintains nursing training kits and specialized nursing/medical equipment.

Maintains positive and professional behavior, including student/program confidentiality.

Follows through on assigned duties and maintains effective working relationships with registered nurses, teachers, educational assistants, and other personnel.

Cultivates and models a respectful working and learning environment.

Maintains regular and consistent attendance and punctuality.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D., valid Oregon License to practice as a Licensed Practical Nurse, current CPR certification, and recent experience (within the last five years, pediatric experience ideal).

KNOWLEDGE, SKILLS AND ABILITIES:

Conduct specialized assessments, recognizes urgent health problems, and refers to Registered Nurse.

Listen, make sound emergency or crisis decisions, and effectively work with students in high stress environments.

Good basic problem solving with effective verbal and written communications skills.

Understand and execute oral and written instructions, policies, and procedures.

Demonstrated ability to physically perform assigned duties using one or two person lifting technique trained by the physical therapists.

Possess a valid driver's license and vehicle available for use on the job.

Possess a valid License to practice as a License Practical Nurse in Oregon.

Communicate clearly and concisely, both orally and in writing.

Multi-task in a high volume, busy school setting.

Operate a computer for data, charting, revise and retrieve information, or to utilize Word/Excel processing capabilities.

Plan, organize, prioritize, and completed work assignments in a timely and efficient manner.

Communicate clearly and concisely, both orally and in writing, with a wide range of people.

Explain, clarify, and apply school health policies.

Maintain health related records and chart electronically.

Analyze situations carefully and adopt effective courses of action.

Implement changes in methods and techniques when necessary.

WORK ENVIRONMENT:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 25-50 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. May be required to restrain a student using moderate strength (20-50 pounds push or pull) and MANDT techniques.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

Salem-Keizer School District is an equal opportunity employer.