

**CARE PROVIDER - LPN****Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Licensed as a Registered Nurse in the State of Idaho.
2. Valid Idaho driver's license.
3. Special consideration will be given for applicants having demonstrated experience and knowledge in working with severely disabled students.
4. Ability to work with students, staff, parents, and the public.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Director of Special Services

**Supervises:** N/A

**Job Goals:**

To assess medically fragile students' health needs and define nursing responsibilities in the provision of care to medically fragile students, and provide health care in the school setting through assessment, planning and monitoring by the student's physician, in cooperation and collaboration with regular and special educators and in consultation with parents.

**Essential Duties and Responsibilities:**

1. Develop a written individual health plan (IHP), which will include a nursing assessment, diagnosis and goals individualized to the student's health needs, based on the nurse's assessment and/or physician's written orders.
2. Visit with student's physician(s) and obtain written orders for any nursing procedure, medication or treatment to be done while student is at school.
3. Assess and record each medically fragile student's treatment.
4. Take and record vital signs if warranted and/or ordered by physician.
5. Communicate with physician, nursing home facilities, parents and/or care givers of student's physical/mental condition changes, or in the case of an injury or emergency.
6. Complete or annually update individual health plans for medically fragile students.
7. Provide individual procedure policies for each student as ordered by physician and educate staff of those procedures and policies.
8. Attend Child Study Team meetings for input into treatment and nursing care plans.
9. Visit special education classroom as students' needs require, and assess physical needs of the student, carrying out physician-ordered procedures.
10. Participate in medical billing for reimbursement of billable nursing services of qualified students.

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11. Perform such other duties/assignments as directed by the Director of Special Services.
12. Seeks out opportunities for professional growth.
13. Maintains high standards of ethical behavior and confidentiality of student information.
14. Has regular and predictable attendance.

**Other Duties and Responsibilities:**

Performs all other duties as assigned.

**Terms of Employment:**

**This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.**

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 7 hours per day; and up to 176 days per year. Work hours to be established by the Director of Special Services. Salary placement to be determined by the Special Education At-Risk Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

**Evaluation:**

Performance of this position will be evaluated annually by the Building Administrator.

**Physical Demands/Work Environment:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds and may be required to drive an automobile.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EDUCATION

**FLSA Status** – exempt

Page 3 of 3

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed \_\_\_\_\_ Revised 11/11

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