

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Nurse Aide - LPN	<b>Department:</b> Health Services & Specialized Education Services
<b>Reports to:</b> Health Services Supervisor &/or Specialized Education Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining/Work Unit:</b> MSEA Para
<b>Tier/Lane:</b> Tier 7	<b>Position Last Updated:</b> New position

### SECTION II: JOB SUMMARY

To provide health services to students with chronic health conditions and/or physical/intellectual disabilities under the direction of a Licensed School Nurse.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provide Health Related Services
<b>Percent of Time:</b>	80%	

#### Tasks involved in fulfilling above duty/responsibility:

- Provides student-specific direct and indirect nursing services as determined by the health care provider and Individual Education Plan (IEP) team under the direction of the Licensed School Nurse (LSN). This may include health related tasks, academic needs, and behavior management.
- Assist students with personal care needs and activities of daily living (toileting, eating, mobility, transferring, dressing, positioning, etc).
- Conducts focused assessments of the health status of students, comparing to normal findings and the student's current health status, and reporting changes and responses to the Licensed School Nurse.
- Implements appropriate interventions within a nursing plan of care or when delegated or assigned by the Licensed School Nurse or ordered/prescribed by a licensed healthcare provider.
- Assists with age-appropriate health screenings (vision, hearing, etc)
- Communicate regularly with district personnel and provide feedback for communication with IEP team or families through the Licensed School Nurse.
- Maintains files and/or records in cooperation with the Licensed School Nurse (e.g. medication administration, electronic health record, activity logs, etc.) for the purpose of documenting activities and/or ensuring up-to-date data collection.
- Maintains treatment equipment and supplies in clean and proper working condition.
- Assists students with education/academic needs when not performing health related procedures.

- Assists students with bus arrival, departure, monitoring and riding as needed.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Professional responsibilities
<b>Percent of Time:</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Support district personnel and serve as a resource with understanding the role of nursing services in the school setting and addressing the barriers limiting the participation of students with disabilities across educational environments.
- Demonstrates an understanding of the implementation of IEP goals, services, accommodations, least restrictive environment (LRE) and is committed to improving student independence.
- Demonstrates understanding of and completes third party reimbursement requirements.
- Participates in school team meetings in support of student and program needs, and with the district health services team, and/or the broader related services or specialized education department.
- Participates in professional development training offered and required by the district
- Maintain positive, professional relationships, and use verbal, nonverbal, and written communication with all individuals.
- Performs other job-related duties as assigned.

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools
- Knowledge of Minnesota Nurse Practice Act
- Knowledge of current nursing best practices
- Knowledge of effective intervention strategies
- Ability to apply problem solving processes and creative thinking skills
- Ability to recognize student strengths and areas of growth as related to skill development.
- Ability to maintain accurate student records
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, co-workers, administrators, and families
- Ability to work with teachers and students to demonstrate ways of supporting students in the classroom
- Ability to work and communicate effectively with students who have various physical and/or cognitive limitations

**SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Current and valid LPN license through the Minnesota Board of Nursing required.
- Current First Aid and Cardiopulmonary Resuscitation (CPR) program completion.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Prior experience in a school setting preferred.
- Experience in IDEA policy and procedures preferred.
- Experience implementing appropriate health services under the direction of a Licensed School Nurse.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENT

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		F
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	O	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	O	Moving parts	O
Hearing	C	More than 100 pounds	O	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F		C	Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)		Varying weather conditions	O
Distinguishing smell	O		C	<b>Sight</b>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)		Vision for close work/ability to adjust focus	C
Traveling by automobile	O		N	Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	O

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to blood-borne pathogens and communicable diseases.
- Lifting, carrying, and moving work-related supplies/equipment.
- Riding in a vehicle, if indicated for student's health monitoring/condition.