
TITLE: Licensed Practical Nurse**PAGE 1**

Employee Group: Classified Support Staff of Edmonds (Public School Employees)**Reports to:** Health Services Program Manager**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Paraeducators' Salary Schedule – LPN

JOB SUMMARY: Under supervision of the Health Services Manager and in collaboration with Certificated School Nurses, provides direct and indirect student care in accordance with the Nurse Practice Act, professional standards of care, state regulation and standards. Works as a member of building and district health services team to coordinate and carry out health care services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Under the direction of a Certificated School Nurse, performs routine services requiring knowledge, skill, and judgement necessary for carrying out selected aspects of designated and delegated nursing regime.
2. Functions interdependently with the Certificated nurse to implement individual health care plans for students with critical health care needs.
3. Assists with implementation of health related issues included in student Individual Education Plans.
4. Maintains student health care records and data, including documentation of medication administration and other confidential student records.
5. Administers medications and treatments consistent with state and federal regulations and licensing requirements.
6. Monitors building health room. Assesses routine illnesses and injuries and takes appropriate action.
7. Alerts appropriate certificated staff members regarding student medical concerns or complex nursing care situations.
8. Facilitates and assists referrals to community health services resources.
9. Works with building and District health services staff and parents to coordinate and carry out health care services.
10. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS**Education and Experience:**

- Be at least eighteen years of age and hold a high school diploma or its equivalent
- In addition, a paraeducator must meet one of the following:
 1. Hold an associate degree or higher from an accredited college or university
 2. Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university
 3. Completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council

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4. Received a passing score on one of the following PESB approved assessments:

- ETS ParaPro Assessment
- Pearson Paraprofessional Assessment
- Master Teacher Inc. Paraeducator Online Training Program
- Graduation from an accredited school of licensed practical nursing.
- A minimum one year of related work experience.

Knowledge, Skills, and Abilities:

Knowledge of health care and licensed practical nursing practices and principles, including state and federal regulations affecting LPN licensure.

Knowledge of laws and regulations for dispensing and controlling medications and treatments.

Knowledge of communicable diseases; ability to learn and comply with policies and guidelines regarding reporting of communicable diseases.

Ability to comply with policies and procedures for delivery of health care services

Ability to appropriately administer medications and treatments to students in compliance with federal and state regulations and District policy.

Ability to use good judgment in identifying situations that exceed LPN expertise and should be referred to appropriate certificated staff member.

Ability to learn new treatment procedures and practices.

Ability to work effectively and appropriately with school-age children.

Skill in assessing the physical and emotional needs of children.

Ability to work effectively as a part of team of staff, parents, and community resources.

Ability to work effectively in a diverse environment and effectively provide services to people of varying abilities and from various cultural backgrounds.

Ability to remain flexible and adapt to changing priorities.

Ability to work independently with minimal supervision.

Ability to organize own work tasks and complete work in a timely fashion.

Ability to communicate effectively, both orally and in writing.

Ability to communicate with staff, students, parents, and the public using tact and diplomacy.

Ability to maintain student information using computerized record keeping systems.

Licenses/Special Requirements:

- Current Washington State LPN license
- Current First Aid and CPR certification.
- May be required to travel to and from various District sites to provide services using ones' own vehicle with mileage reimbursement.

CLASSIFICATION HISTORY

New: 8/02. Revised: 06/17. Revised: 07/23.