

**JOB TITLE:** LICENSED PRACTICAL NURSE (LPN)

**GROUP:** Teamsters III – Specialist

**LEVEL:** 24

**FLSA STATUS:** Non-exempt

**WORKDAYS PER FISCAL YEAR:** 180

**HOLIDAYS:** 11 or 12 dependent on school start date

**SUMMARY:** The job of Licensed Practical Nurse is done for the purpose of providing health care services meeting the individual needs of students; incorporating health care plans directed by physicians; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff and administrators; and identifying health problems for referral for proper treatment. All of these responsibilities are under the direction of the Director of Health and Social Services or designee.

**CONTEXT AND WHO WE ARE:** Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

**OUR PROMISE:** *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, tracheostomy care and emergency management, nebulizer treatments, enteral feedings, diabetic management, oxygen, one on one student care, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assists school nurse in health and safety preparedness training and planning for the purpose of ensuring that information is readily available to staff and a plan in place. Assists with maintaining student's confidential files and records (e.g. health care plans, immunization records, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Implements health care plans for students with health problems for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.

## JOB DESCRIPTION: LICENSED PRACTICAL NURSE (LPN)

- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs, and/or improving skills and knowledge.
- Prepares documentation (e.g. student health history, current health status, immunization record gathering, etc.) for the purpose of providing written support, conveying information, and/or complying with mandated requirements and professional guidelines.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining student's personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

College and/or vocational school certificate/degree in nursing

#### **CERTIFICATES and LICENSES REQUIRED:**

Valid Licensed Practical Nurse license

Valid CPR and First Aid certificates

Valid WA State driver's license and proof of insurance

#### **PREFERRED QUALIFICATIONS:**

Previous work experience as a LPN is desired

Previous work experience as a LPN in a K-12 public school district setting is highly desired

#### **CONDITION OF EMPLOYMENT:**

Criminal Background Clearance

Pass a post-hire, pre-employment physical assessment

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

#### **KNOWLEDGE OF:**

Principles and practices of licensed practical nursing

Medications and side effects

First Aid and CPR

School health screening and record keeping

Specialized procedures for Special Education students such as gastronomy tube feeding, suctioning,

## JOB DESCRIPTION: LICENSED PRACTICAL NURSE (LPN)

catheterizations, colostomy care and nebulizers  
School board policies and procedures

### **ABILITY TO:**

Perform the skill set of a Licensed Practical Nurse  
Communicate effectively verbally and in writing  
Operate a variety of modern office equipment including microcomputers and related software  
Administer medications.  
Perform procedures required by severely disabled special education students  
Travel between work sites  
Maintain effective working relationships with individuals and groups in a multicultural and diverse community  
Organize work, problem solve and select action plans  
Attend to detail and follow tasks through to completion  
Be flexible to changes in assignments or situations  
Work exposed to body fluids  
Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Reports to the Director of Health and Social Services

**PHYSICAL DEMANDS:** 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 constantly required to bend neck and back. The employee is frequently required to stand, walk, sit, use hands for repetitive grasping and for pushing and pulling. The employee is frequently required to climb stairs, reach overhead, knee stand and push and pull. The employee is occasionally required to use hands for fine manipulation, squat, kneel, lift overhead, crawl, and lift and carry. The employee must constantly lift and/or carry up to 10 pounds, frequently lift and/or carry up to 39 pounds and occasionally lift and/or carry a maximum of 50 pounds. The employee is required to push and pull a maximum force of 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** 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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. Floor surfaces are varied. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule. May occasionally be exposed to outdoor weather conditions. May occasionally be required to accompany children on field trips.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### **CLASSIFICATION HISTORY**

Updated Context and Disclosures sections, 2024.05.08

## JOB DESCRIPTION: LICENSED PRACTICAL NURSE (LPN)

Revised Condition of Employment section, 2021.12.07

Revised by H.R. to add physical assessment requirement and revise physical demands and work environment, 2015.07.01

Updated Superintendent's statement, 2014.10.14

Updated by Human Resources to add standard "Ability To" statements discussed with union business rep, 2014.05.12

Transferred to newest format by Human Resources, 2013.12.26

Updated by Human Resources, 2013.10.15

Updated by Human Resources, 08/2012

Updated by Human Resources, 02/2010

Nash & Company, Licensed Practical Nurse, 09/2004

Previously – Health Care Specialist

Revised on appeal, 06/1991

Job Description by E.A. Walsh & Company, 04/1989

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: District Ombudsman, 206.631.3104, [civilrightscoordinator@highlineschools.org](mailto:civilrightscoordinator@highlineschools.org); Section 504 of the Rehabilitation Act-Director of Social Services, 206.631.3250, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166