
POSITION RESPONSIBILITY WRITE-UP

Position Title: Practical Nurse LPN

Date: April 2023

Department: Student Services

Location: All Levels

Accountable To: Principal (School Age)
Assistant Director of Student Services
Directing Special Education Teacher(s)
Licensed School Nurse

Primary Objectives of Position

The primary objective of the position is to effectively enhance student learning through the implementation of the Individualized Health Plan (IHP) as directed by the Licensed School Nurse and to support learners in activities related to the implementation of their Individual Educational Plans (IEP) as directed by licensed educators.

The “practice of practical nursing” is defined by the MN Board of Nursing as nursing practice at the direction of a Registered Nurse (RN) that includes collection and comparison of data, reporting changes and responses to the RN, participation on the healthcare team, and implementing appropriate interventions

MAJOR AREAS OF HEALTH RELATED RESPONSIBILITY

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| Follow IHP written by Licensed School Nurse (LSN) and communicates regularly with LSN regarding student progress and/or concerns. | 1 |
| Participate in team meetings for specific student with whom you work. | 2 |
| Complete third party documentation appropriately, according to district guidelines. | 3 |
| Document daily in the student information system (Synergy). | 4 |
| Identify patterns of health and illness, issues of concern and factors that impact a student’s ability to access their education. Follow up with LSN, family, or school staff as appropriate. | 5 |
| Follow the IHP and IEP during transportation to support student’s health and safety. | 6 |
| Demonstrate knowledge of district policy and the Minnesota Nurse Practice Act. | 7 |

MAJOR AREAS OF ACADEMIC RESPONSIBILITY

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| Support other students in the classroom as directed by the Licensed Special Education Staff and Licensed School Nurse. | 8 |
| Assist learners with special needs in classrooms, in the community and at job sites, by providing support in academic skills, social skills, self-help skills and vocational skills. | 9 |

Provide assistance with learner's personal care, to support and develop learner's independence, e.g., physical activity, feeding, toileting, diapering, personal hygiene.	10
Supervise special education learner(s) to ensure safety for learners and others.	11
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Learn and use proactive behavioral management strategies and techniques.	12
Assist in the collection and preparation of special education teaching materials, assistive technology devices and equipment, and supervise their safe and proper use.	13
Assist with collecting data and monitoring learner progress.	14
Maintain learner and family data privacy and confidentiality.	15
Follow district procedures for responding to emotionally upset learners and/or family members.	16
Transport students to community and job sites as requested, following district standards for transporting students.	17
Help maintain a well-organized special education teaching and learning environment.	18
Participate in conferences and staff development activities as requested.	19
Perform other special education related duties as assigned by the principal, supervisor, licensed teacher or licensed school nurse.	20
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Required Knowledge, Skills & Abilities, and Performance Expectations

- Licensed Practical Nurse (LPN) licensed by the MN Board of Nursing
- Knowledge of principles and practices underlying practical nursing practice.
- Ability to communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers and community agencies.
- Integrity and the ability to work with cheerfulness, patience, tact, courtesy, sensitivity and good will
- Effective team member
- Flexibility: Assignment may include working with an individual, small group, in the regular classroom and/or special education instructional environment, and assignment may change as learner needs change.
- Physical ability to walk, bend, stoop, stand, twist, sit, kneel, carry, lift, reach and twist;
- Pull up to 150 pounds and lift up to 50 pounds
- Inform directing teacher of learner's progress and experiences in school.
- Request help, direction and support when needed.
- Follow district and school rules and policies.
- Regular and punctual attendance
- Follow directives from supervisors, directing teachers, and Licensed School Nurse.
- Use and apply student equipment correctly.
- Use general computer and technology skills to access information, record information, and communicate with others.