

Nurse-Paraprofessional

Dept/Div: Student Support Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled human support work providing nursing care to students with special health needs, including administration of medication and specialized health care procedures as well as educational support services in the classroom setting, and related work as apparent or assigned. Work is performed under the moderate supervision of the Licensed School Nurse, Building Principal and Director of Special Services.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Administers medication to students assigned, according to nursing practice standards and school district policies and procedures.

Administers specialized health care procedures, as delegated by the licensed school nurse and according to nursing practice standards.

Implements emergency care plan for an assigned student, if an emergency condition is present.

Provides first aid and health care to students, according to school district policies, guidelines and procedures.

Provides assistance for students with personal care needs, including feeding, toileting, dressing and hygiene needs.

Provides assistance for students with safety and mobility needs in the school setting and on field trips.

Makes observations and monitoring the health status of students and makes a referral to the school nurse, when indicated, in the student's individualized healthcare plan, emergency care plan and in district guidelines or when further assessment is needed.

Reports changes in a student's health status to parents/guardians and licensed school nurse.

Maintains health information on students, including administration of medications and specialized health care procedures according the nursing practice standards and school district policy and procedures.

Escorts students to classes and therapy; to and from bus.

Communicates with parents/guardians according to student's individualized health care plan, emergency plan and school district guidelines.

Communicates with educational staff and licensed school nurse to meet the health and safety needs of students assigned, within the school setting and on field trips.

Collects data on assigned students, for behavior, academics and health related objectives on their Individualized Educational Plans.

Provides academic and behavioral support to assigned students, under the direction of student's special education case manager and classroom teachers, including field trips and community based instruction.

Participates in staff development and school health services training.

Creates a positive relationship with the customer and ensure the interaction the customer has with the district is an efficient and satisfying experience.

Collaborates with related services personnel.

Provides support in community for work based learning related to IEP goals and objectives.

Provides proper storage of medications, equipment and supplies.

Maintains confidentiality of all school and health related issues according to school district policy and procedures.

Performs other duties as assigned.

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Knowledge, Skills and Abilities

Demonstrated knowledge and skill of common health care procedures, according to the standards of nursing practice; demonstrated knowledge and skills in first aid and CPR; demonstrated knowledge and skill in medication administration, according to the standards of nursing practice; ability to accurately document observations and care given; ability to work within the scope and responsibilities of the position; ability to maintain accurate records (written and data management systems); ability to follow school district policies, procedures and guidelines; ability to follow technical oral and written instruction in exact detail; ability to maintain confidential information; ability to communicate positively, respectfully and responsively with students, parents, co-workers, supervisors and community members; ability to establish and maintain effective working relationships with students, staff, administrators and the general public.

Education and Experience

Associates/Technical degree with coursework in LPN or RN nursing degree required, or related field and moderate experience working in a medical or health office that interacts with school aged children and adolescents, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms and lifting and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/AED and First Aid Certifications prior to hire
LPN or RN license required prior to hire
Training in Blood Borne Pathogen procedures upon hire
CPI training as requested for student and staff safety
Medication administration training upon hire
Specialized health care procedures upon hire
Valid driver's license in the State of Minnesota.

Last Revised: 7/1/2010