

Arlington School District No. 16
Job Description

JOB TITLE: Licensed Practical Nurse

CLASSIFICATION:	Classified
LOCATION:	District Schools
REPORTS TO:	Building Administrator and District Registered Nurse
HOURS:	As needed
SALARY:	Per PSE Schedule A

SUMMARY: The Licensed Practical Nurse will provide first aid to staff and students, administer medication consistent with state regulations under the supervision of the district nurse, and provide on-going programs and screenings related to health.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work cohesively with students, parents and staff in providing health care and components of health education
- Provide first aid for students and staff in a variety of situations
- Administer medications consistent with doctor's orders and state regulations under the supervision of the district nurse and within their scope of practice.
- Keep the district nurse informed of accidents, injuries, and illnesses requiring 911 intervention
- Perform ongoing assessment, monitoring, and information retrieval from parents and medical facilities regarding health concerns and immunization status of students per OSPI standards and regulations
- Organize and conduct screening procedures for vision in coordination with the district nurse as mandated by state regulations
- Per nursing process assessments, document all care given in health room in Skyward
- Observe FERPA Guidelines
- Promote and practice professional development
- Provide nursing care within the scope of practice as laid out by the Nurse Practice Act
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School diploma
LPN Certification

CERTIFICATES, LICENSES, REGISTRATIONS:

Current LPN License
Current CPR/First Aid card

LANGUAGE SKILLS:

Ability to read, analyze, and interpret procedures, or regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from staff, students and parents.

MATHEMATICAL SKILLS:

Ability to calculate dosages and diabetic calculations and to apply concepts of basic mathematics

REASONING ABILITY:

Prioritize care of multiple medical needs

OTHER SKILLS AND ABILITIES:

- Ability to communicate effectively with children and adults, including making contact with parents, medical personnel, community health services.
- Ability to communicate a positive image of the employer through personal and professional avenues.
- Ability to learn new skills and adapt to a variety of situations.
- Ability to function as a team member in the school setting and within health services team.
- Skill and competence in administration of medication, first aid, catheterization, suctioning and other duties as assigned and per Nurse Practice Act and within the scope of practice.
- Ability to document care given, immunizations, health conditions into Skyward.

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 regularly required to sit, and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk; use the hands to handle, finger, or feel objects, tools, or controls while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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.*

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018