



## Job Description

Job Title:	<b>Licensed Practical Nurse</b>	Job Code:	<b>4051</b>
Job Family:	<b>School Based Support</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Pay Range:	<b>G 21</b>
Prepared/Revised Date:	<b>July 2015</b>	Typical Work Year:	<b>9 months</b>

**SUMMARY:** Responsible for providing health care to assigned students within the parameters of Colorado licensed practice nurse (LPN) licensure based on physicians’ orders. Must be able to provide care to students independently, follow doctors’ orders and health care plans, and collaborate with district registered nurses (RN), school staff, physicians, and parents to provide high quality care for students with health and medical needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Under the supervision of the district RN, provide patient care including monitoring student health, administering medications, providing medically necessary procedures including, but not limited to bladder catheterization, gastric tube feeding, tracheotomy care, and following doctors’ orders and student healthcare plans. Assess patient progress and report even minor changes in medical condition to the supervising district RN.	D	80%
2. Perform general clerical duties related to patient care and medical documentation through the use of district information technology systems.	D	10%
3. Maintain LPN license, CPR/AED/Healthcare Provider certificates, and attend all required meetings, trainings, and professional development as directed by the district supervisor.	A	5%
4. Perform other job related duties as assigned	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent plus one year of technical training.
- Minimum of 1 year of experience in a health care setting
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Colorado LPN license required.
- Criminal background check required for hire.
- CPR/AED and Healthcare Provider certifications required.
- Ability to successfully complete a pre-hire, post-offer, physical examination.
- Ability to travel among district facilities.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Considerable knowledge of modern nursing procedures and practices, especially gastrostomy feeding, bladder catheterization, and tracheotomy care as delegated by District RN.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	District RN, 504/ Health Services Coordinator, Student Support Services Executive Director	Varies

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on the bus, and/or at recess.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell			x	

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate		x		
Instruct		x		
Compute			x	
Synthesize		x		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		x		
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	