

**Tri-County Special Education Joint Agreement
Job Description**

TITLE: LPN

QUALIFICATIONS:

1. Current LPN licensure in State of Illinois
2. Current First Aid and Cardiopulmonary Resuscitation program completion
3. Experience in clinical and office settings. Prior school experience recommended for children with disabilities, emotional disturbances and chronic health conditions.
4. Willing to obtain an Illinois Certification as a Vision and Hearing screening technician and C.P.I. (Crisis Prevention and Intervention) certification.
5. Computer literacy and competency in use of existing technology

REPORTS TO: LSN (Licensed School Nurse)

JOB GOAL: To assist in the delivery of health services to students and staff members in order to enhance health and wellness of the school community under direction of the LSN (Licensed School Nurse). Duties to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures in Illinois State law regarding nurse practice.

TERMS OF EMPLOYMENT: 176 workdays that students are in attendance,
7.25 hours per day

PRIMARY RESPONSIBILITIES:

1. Provide direct nursing services for assigned programs under the supervision of the LSN and according to the students' health care plans. Includes routine medication administration as well as prescribed emergency medications, G-Tube feedings, catheterizations, health assessments, procedures, and monitoring, first aid triage, and assist with behavioral interventions when needed.
2. Prioritize student assessments, and arrange for flexibility in scheduling according to health care needs as they might arise daily in the classroom.
3. Assist LSN with training of classroom staff in regards to specific student needs.
4. Vision/hearing screenings yearly for assigned Tri-County programs; and record information on IEP program.
5. Participate in professional workshops as appropriate.
6. Attend IEP meetings when appropriate.

9. Make all appropriate staff aware of individual student health problems under HIPPA guidelines including hygiene and prevention education.
10. Assist LSN in completing Nursing Report of Employee Accident/ Injury Report including Bloodborne pathogen exposures.
13. Assist LSN with completing Hearing and Vision Screening for special education referrals in addition to assigned Tri-County programs.
14. Reading employee TB skin test results when needed.
16. Communicable disease reporting to LSN.
17. Complete other duties as assigned by LSN.
18. Monitor, file, and exchange immunization records, physical, dental, and vision exams, and medical records for assigned Tri-County programs.
19. Assist LSN with reviewing monthly Health Related Service Logs.
20. Assisting with yearly on-site dental programs.
21. Review and follow up on Student Incident Report forms for assigned programs .
22. Monthly AED checks and maintenance for assigned buildings.
23. Assist the LSN with preparing and maintenance of Emergency Disaster Buckets for assigned program.
24. Work with other professionals (i.e. Social Workers, School Psychologists) in assigned area to promote students' physical and emotional health and well-being.

Integration of Technology

1. Will effectively perform and show continued progress in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Apply technology to facilitate a variety of effective assessments, correspondence, and evaluations of health related strategies.
3. Ability to learn and use email, electronic service logs, CRT program, and electronically complete and submit time and travel sheets.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.