

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE April 2006  
 LAST REVISION DATE April 2021  
 BAND & GRADE C-4-1-9

POSITION TITLE Health Paraprofessional-Licensed

IMMEDIATE SUPERVISOR(S): District School Nurse and Building Supervisor

Job Summary (Basic Purpose of Position)

SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

The Licensed Health Paraprofessional (RN/LPN) provides direct nursing care to address a wide range of health issues for children using nursing guidelines, protocols, nursing skills and care that meets the Minnesota Board of Nursing scope of practice. Responsible for the coordination and management of a health office and serve as a liaison between students, parents and staff in order to provide excellent nursing care.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/G RADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.0 ROUTINE CARE FOR ILL OR INJURED STUDENT		75-90%			
1.01 Coordinate, organize and manage the health office within an individual school.	<b>B3</b>			Knowledge of: <ol style="list-style-type: none"> <li>Nursing Standards of Practice</li> <li>First Aid</li> <li>CPR &amp; AED (current certification)</li> <li>EMS</li> <li>Sterile technique</li> <li>Vital signs</li> <li>District policy and procedures</li> <li>Accident report protocol</li> <li>Diabetic assessment and management</li> <li>Emergency Response Plans</li> <li>Concussion assessment and protocols</li> <li>Drug abuse signs and symptoms</li> <li>Confidentiality rules and regulations (HIPAA/ FERPA)</li> </ol> Ability to: <ol style="list-style-type: none"> <li>Identify first aid needs</li> <li>Remain calm in emergency situations</li> <li>React quickly with a professional manner</li> </ol>	1.01 School health office is coordinated, organized and managed.
1.02 Assess the extent of illness or injury and provide safe and effective nursing care.	<b>B2</b>				1.02 Ill or injured student were assessed and cared for promptly in accordance with district policies and procedures.
1.03 Evaluate health status using nursing knowledge.	<b>B2</b>				1.03 Students health status was evaluated and treatment given using nursing knowledge.
1.04 Assess the degree of the emergency and establish priorities for action. A. Immediate care given. B. Call the ambulance and notify the district school nurse (LSN). C. Notify parents.	<b>B2</b>				1.04 Students with concussion like symptoms were assessed, monitored, treated and referred for follow-up.
1.05 Assess, monitor, treat and refer students with concussion like symptoms.	<b>B2</b>				1.05 Students with health needs received immediate, accurate emergency care with safe transportation and parent/guardian was notified.
1.06 Provide ongoing observation and feedback on student health conditions to parents, staff and the district school nurse as needed.	<b>B2</b>				1.06 Documentation of nursing observation and care given was appropriate and complete and updates and reports were communicated to parents/guardians, district nurse and appropriate administrative staff.
1.07 Implement interventions as prescribed by licensed health care providers.	<b>B2</b>				1.07 Nursing interventions were implemented and completed
1.08 Promote a safe and therapeutic environment.	<b>B2</b>				1.08 Environment was safe and therapeutic for student.
1.09 Assess students following a physical altercation.	<b>B2</b>				
1.10 Assess students for suspected drug/alcohol use.	<b>B2</b>				
1.11 Maintain confidentiality.	<b>B2</b>				
1.12 Adapt to changing needs of students and staff	<b>B2</b>				

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				<ol style="list-style-type: none"> <li>4. Maintain a positive relationship with students</li> <li>5. Understand age appropriate vital signs.</li> <li>6. Monitor vital signs</li> <li>7. Ability to evaluate health status using nursing knowledge</li> <li>8. Be alert to drug use signs and symptoms</li> <li>9. Identify concussion risks and/or symptoms</li> <li>10. Coordinate appropriate transportation of students with medical needs</li> <li>11. Assess, monitor and treat diabetic students for signs of hypoglycemia and hyperglycemia</li> <li>12. Be flexible with changing needs</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Applying appropriate first aid technique</li> <li>2. Use of health office equipment: thermoscans stethoscopes/ sphygmomano-meter, carrying board, splints, AED, computer, audiometer, OAE, vision spot screener</li> <li>3. Assessing pulse points</li> <li>4. Discernment of different breath sounds</li> <li>5. Concussion assessment</li> <li>6. Drug abuse assessment</li> <li>7. Assessment of students who have been involved in altercations</li> </ol>	<ol style="list-style-type: none"> <li>1.09 Students involved in altercations were assessed in a complete and appropriate manner.</li> <li>1.10 Referrals for drug/alcohol use made to appropriate staff.</li> <li>1.11 HIPAA/FERPA rules and regulations were followed to maintain confidentiality.</li> <li>1.12 Changing needs of students and staff are met.</li> </ol>
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				8. Providing appropriate treatment to manage diabetic needs	
2.0 STUDENTS WITH DISABILITIES AND CHRONIC HEALTH NEEDS		50-70%		Knowledge of:	2.01-2.03
2.01 Provide skilled nursing care for students who are medically fragile or with complex nursing care needs.	<b>B2</b>			1. Disabilities and chronic health needs of students. Including, but not limited to:	Students with disabilities were assessed, monitored and treated according to the district health policy and parent instructions
2.02 Coordinate with parent/guardian/provider/ COTA to assist student with disabilities in areas of daily living skills such as toileting functions, mobility and walking devices.	<b>B2</b>			•Diabetes	2.04 Students with asthma received appropriate care
2.03 Perform specialized nursing functions per nursing scope of practice i.e. clean intermittent catheterization, gastrostomy tube feeding, tracheostomy care, diabetic care, asthma care.	<b>B2/C4</b>			•Cardiac anomalies	2.05 Diabetic students were assessed, monitored and treated accurately and appropriately.
2.04 Assess, monitor and treat asthmatic students with managing their asthma (i.e. rescue inhalers, peak flows, nebulizers, and respiratory evaluation).	<b>B2</b>			•Asthma	2.06 District school nurse notified of changes to student care plan.
2.05 Assess, manage and treat diabetic students in blood glucose monitoring, carbohydrate counting, insulin injections, glucose meter and insulin pump operation.	<b>B2</b>			•Epilepsy	2.07 Parents/guardians conferred with and are in agreement with student care plans.
2.06 Notifies the district school nurse of changes in the conditions of any students with special health needs.	<b>B2</b>			•Congenital birth defects	2.08 Appropriate referrals made.
2.07 Collaborate and communicate with parents/guardians of students with special health needs.	<b>B2</b>			•Spina Bifida	2.09 Student supplies and medication were available for student use.
2.08 Provides appropriate referrals to other members of the school health team and community resources, and acts as a point of contact between school, families, and community.	<b>B2</b>			•Cerebral Palsy	2.10 Student emergency response plans are updated yearly.
2.09 Manage student inventory of required medical supplies and medications.	<b>B2</b>			•Traumatic Head Injuries (TBI)	2.11 Students on field trips or in summer school were identified for medical needs and had appropriate supplies and treatment.
2.10 Create and update yearly emergency response plans for students with chronic health concerns.	<b>B2</b>			2. IEP requirements for third party billing.	2.12 HIPAA/FERPA rules and regulations were followed.
2.11 Organize and identify student's medical needs for field trips and/or summer school.	<b>B2</b>			3. Emergency care/response plans	2.13 Third party billing submitted monthly
2.12 Maintain confidentiality.	<b>A1</b>			4. District Policies and procedures	2.14 Changing needs of students and staff are met.
2.13 Prepare and submit third-party billing.	<b>A1</b>			5. Signs, symptoms, causes, and care of students with ERP	
				6. ADLs (activities of daily living)	
				7. Proper sterile and clean techniques; including stomas (J-tube, G-tube, colostomy, etc.), catheters, and tracheas.	
				8. Environmental and food allergens	
				Ability to:	
				1. Identify individualized student health care needs	

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2.14 Adapt to changing needs of students and staff.	<b>B2</b>			<ol style="list-style-type: none"> <li>2. Form a working relationship with students with ongoing health needs</li> <li>3. Provide competent nursing care related to the student's health needs</li> <li>4. Use medical devices to assess student health status</li> <li>5. Evaluates response to treatment using nursing knowledge</li> <li>6. IEP requirements of 3<sup>rd</sup> party billing for nursing care</li> <li>7. Run monthly billing reports and submit to appropriate staff</li> <li>8. Understand medical terminology</li> <li>9. Obtain, maintain and follow physician orders.</li> <li>10. Assess and identify signs and symptoms of adverse reactions to problems associated with G-tubes, J-tubes, catheters, tracheas, shunts, etc.</li> <li>11. Assess and identify signs and symptoms of adverse reactions to medications and treatments</li> <li>12. Be flexible with changing needs</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Catheterization</li> <li>2. Gastric gavage, gavage feedings and gastric buttons</li> <li>3. Lung auscultation</li> <li>4. Nebulizer use</li> <li>5. Inhalers and spacers</li> </ol>	
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				6. Glucose testing equipment, insulin pumps and equipment 7. Ketone evaluation (blood and urine) 8. Injections such as insulin and epi pen administration. 9. Proper suctioning technique with trachea care. 10. Sterile/clean techniques. 11. Identification and treatment of student allergic reaction	
3.0 MEDICATIONS 3.01 Administer medications, including injections, in accordance with district medication policy. 3.02 Maintain knowledge of current pharmacology trends. 3.03 Maintain daily electronic medication charting. 3.04 Provide security for medications, including controlled substances. 3.05 Collaborate and confer with parents/guardians for medication refills and pick-ups, doctor order changes, side effects, etc. 3.06 Teach students to log into electronic database to document time for health office visit.	<b>B2</b>  <b>C4</b>  <b>B2</b> <b>B2</b>  <b>B2</b>  <b>B2</b>	35-45%		Knowledge of: 1. District medication policy 2. Medical conditions and treatments 3. Side effects/adverse effects of medication. 4. Signs and symptoms of illicit drug use 5. Proper technique of dispensing and storing medication 6. Doctor's prescribing orders 7. Parent's written consent and authorizations 8. The "Five R's" of medication administration: Right patient, Right medication, Right dosing, Right time and Right route. 9. Electronic charting system Ability to: 1. Recognize possible side effects and adverse reactions 2. Maintain accurate records 3. Review medication and dosage each time given to prevent medication errors	3.01 Medications were dispensed accurately and effectively according to district medication policy. 3.02 Maintained knowledge of current pharmacology trends. 3.03 Records were accurately entered into electronic database. 3.04 Medications were accounted for and secured properly. 3.05 Collaborated with parents/guardians on arrangements for medication refills and pickup, doctor order changes and side effects of medicine. 3.06 Students were taught and able to log into electronic database to document time for health office visit.

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				<ol style="list-style-type: none"><li>4. Report any medication errors to district school nurse.</li><li>5. Document and submit IEP requirements for 3<sup>rd</sup> party billing</li><li>6. Verify prescription medications and accurately count and record student medications with parent/guardian</li><li>7. Keep medications in locked cabinet</li><li>8. Provide medication education for students and parents/guardians.</li><li>9. Schedule and coordinate daily medication schedules</li></ol> <p>Skills in:</p> <ol style="list-style-type: none"><li>1. Administering oral, inhaled, topical, ear/eye drops, rectal, and injectable medication</li><li>2. Entering accurate documentation into student electronic health record.</li><li>3. Assessment and treatment for adverse medication reactions</li></ol>	
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4.0 COMMUNICABLE DISEASE					
4.01 Screening and monitoring for disease and/or pandemic communicable disease.	B2/C4	40-60%		Knowledge of:	4.01 Screening and monitoring for disease and/or pandemic communicable diseases were completed.
4.02 Knowledge infectious diseases. (i.e.)				1. State statutes on and district policies on immunizations	4.02 Acquired and maintained knowledge of infectious diseases and early identification and prevention methods were enacted.
<ul style="list-style-type: none"> <li>• COVID-19</li> <li>• Influenza</li> <li>• Step throat</li> <li>• Head lice</li> <li>• Chicken Pox</li> <li>• Pertussis</li> <li>• Impetigo</li> </ul>				2. District policy on illness	4.03-4.04 All students meet MN State immunization and communicable disease requirements.
4.03 Review immunization records and communicate with parents/guardians to obtain updated immunization records.	A1			3. Electronic database for immunizations	4.05 State and district confidentiality laws and guidelines were maintained.
4.04 Confer and collaborate with parents/guardians regarding school and state compliance for communicable disease.	B2			4. MIIC website	
4.05 Maintain confidentiality.	A1			5. Local resources for immunizations	
				6. Blood Borne pathogens & universal precautions	
				7. Infectious diseases and control methodology	
				8. CDC and MN Dept. of Health protocols for immunizations and infectious disease	
				9. Signs and symptoms of various communicable diseases	
				Ability to:	
				1. Ascertain immunization requirements for students in accordance with MN Immunization law	
				2. Compile and enter information in the student electronic health records	
				3. Locate and obtain records from previous schools	
				4. Protect self and others against bloodborne pathogens (BBP)	
				5. Notify parents of potential exposure	
				6. Recognize potential infectious diseases and consult with the district school nurse	

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				<p>7. Provide health care information regarding communicable diseases, prevention and treatment, to students and parents/guardians per District Nurse (LSN) and district policies</p> <p>Skill in:</p> <ol style="list-style-type: none"><li>1. Assessing student's immunization requirements</li><li>2. Preparing exclusion letter for parents of students not in compliance with state laws</li><li>3. Accessing and using state immunization software (MIIC)</li><li>4. Completing and electronically submitting MN state immunization report</li><li>5. Identification and assessment of communicable disease signs and symptoms</li><li>6. Communicating and collaborating with parents/guardians on immunization and infectious disease</li><li>7. Isolating, as necessary, a student with an infectious disease</li></ol>	
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5.0 HEALTH SCREENING					
5.01 Create, coordinate and conduct screening programs with principal, teachers, and district school nurse.	<b>B2/C4</b>	15-25%		Knowledge of: 1. State regulation screening criteria 2. Referral criteria and process 3. Student database system 4. The use of appropriate screening equipment.	5.01 Screening programs were completed smoothly and efficiently. 5.02 Screening volunteers were properly recruited and instructed. 5.03 Each student has completed required annual screening. 5.04 Students rescreened as appropriate. 5.05 – 5.07 Parents notified, appropriate referrals were made and follow-up was completed and documented. 5.08 Individual screening requests were completed. 5.09 Home visits for screenings were coordinated and completed.
5.02 Recruit and train screening volunteers.	<b>B2</b>			Ability to: 1. Instruct student in proper screening techniques	
5.03 Collaborate with district school nurse in screenings process.	<b>B2</b>			2. Record results accurately in the student electronic health record	
5.04 Identify and rescreen students who do not meet passing criteria.	<b>B2</b>			3. Interpret screening results	
5.05 Provide referrals for further screening needs.	<b>B2</b>			4. Conduct referrals	
5.06 Advise and confer with parents/guardians of on needs for referral and/or follow-up.	<b>B2</b>			5. Communicate screening results	
5.07 Follow up on referrals.	<b>B2</b>			6. Train and supervise screening volunteers	
5.08 Perform screening procedures on request of school personnel, parents, and district school nurse for educational concerns or for IEPs.	<b>B2</b>			7. Coordinate and schedule screenings	
5.09 Coordinate with appropriate staff for home visit health screenings.	<b>B2</b>			Skill in: 1. Use of Snellen/Sloan and HOTV eye charts 2. Muscle balance and corneal reflex testing 3. Application of the Ishihara Color test 4. Use of the audiometer and OAE machines 5. Use of height and weight scales 6. Visual observation for scoliosis and acanthosis nigricans	
6.0 PREPARE AND MAINTAIN REQUIRED RECORDS					
6.01 Document and chart all office visits including nursing assessments, interventions and treatments.	B2	15-20%		Knowledge of: 1. <b>Nursing process</b> 2. Correct charting procedure 3. District policies and procedures	6.01 <del>Reports and records were completed and maintained with accuracy as required by district health services policy.</del> <b>Nursing assessments, interventions and treatments were documented per district health services policy.</b>
6.02 Record and document communication with parent/guardian.	B2/C4			4. Student database program	

POSITION TITLE <u>Health Paraprofessional - Licensed</u>				Page <u>10</u> of <u>13</u> Pages	
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6.03 Review and record significant information on student's health records and scan documents to student's electronic health record.	B2			5. Confidentiality guidelines 6. FERPA and HIPAA laws Ability to:	6.02 Parent/guardian communication is recorded in electronic record database.
6.04 Identify and document students with critical health conditions in electronic health record database.	B2			1. Use computer	6.03 Significant health information and documents are recorded and scanned into electronic health record database.
6.05 Create and maintain confidential list of students with health conditions.	B2			2. Communication with district school nurse, parents/guardians, and staff	6.04 Critical health conditions identified and documented in electronic health record database.
6.06 Generate and submit required immunization reports and health surveys to Department of Health.	A1			3. Discern "right to know"	6.05 List of student health conditions were made and kept confidential.
6.07 Record screening information on the student's electronic health database.	A1			Skill in:	6.06 Immunization reports and health surveys were generated and submitted to MDH.
6.08 Document and submit accident reports in a timely manner.	B2			1. Computer data entry	6.07 Screening results were recorded into electronic health record database.
6.09 Generate reports of health office visits as requested by district nurse or principal.	A1			2. Maintaining student's privacy	6.08 - 6.09 Required reports were documented and submitted accurately and on time.
6.10 Maintain confidentiality.	B2			3. Using correct grammar, spelling and punctuation	6.10 Confidentiality was maintained.
6.11 Communicate student health conditions with staff on a right to know basis.					6.11 Staff were informed of student health problems that impact their education and records are available to appropriate personnel upon request.
7.0 COMMUNICATES WITH STUDENTS, PARENTS, STAFF, AND DISTRICT SCHOOL NURSE	<b>B2</b>	15-30%		Knowledge of:	7.01 Students received appropriate classroom modifications.
7.01 Assist with identification and follow up of students who need a modified classroom accommodations due to a medical problem.	<b>B2/C4</b>			1. School health guidelines	7.02 School environment is safe, healthy and positive.
7.02 Advocate and promote a healthy lifestyle for students.				2. State mandated requirements	- Student demonstrates proper understanding of health care concerns
A. Focus on improving health related knowledge, attitudes, skills, and behavior in a school environment.				3. District policies and procedures	- Health education materials provided as requested.
B. Provide education and student self-care and wellness.	<b>B2</b>			Ability to:	7.03 Resources for health and safety were provided.
7.03 Serve as a resource person for health and safety.	<b>B2</b>			1. Work with children/adolescents	7.04 Liaison activities were provided.
7.04 Serve as a liaison between home and school in promoting effective health practices.	<b>B2</b>			2. Communicate verbally and in writing in a clear courteous and professional manner.	7.05 Health and safety programs were coordinated, planned and presented as needed.
7.05 Coordinate, plan and present programs on health and safety-related subjects to classrooms and staff yearly and when requested by teachers or district school nurse.	<b>C4</b>			3. Portray a positive role model for children and exhibit a positive attitude about health benefits to students.	7.06 School environment is safe, healthy and positive.
				4. Demonstrate a willingness to maintain sound working	7.07 ERP information is completed and communicated to appropriate staff.
					7.08 Injured or ill persons transported safely.

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<p>7.06 Assist in maintaining a safe, healthy, positive school environment.</p> <p>7.07 Coordinate with the district nurse (LSN) in the determination of the need for an Emergency Response Plan (ERP) for students due to medical conditions.</p> <p>7.08 Coordinate safe and reliable transportation for students due to illness or injury.</p>				<p>relationships with school personnel and community.</p> <p>5. Follow health services policies and procedures.</p> <p>6. Have parent/guardian complete ERP forms and notify appropriate staff with accurate information regarding ERPs</p> <p>Skill in:</p> <p>1. Effective verbal, non-verbal and written communication</p> <p>2. Identifying and alerting appropriate staff of potential safety and health risks</p> <p>3. Student behavior management to allow for student assessment and care</p>	
<p>8.0 STUDENTS WITH ABUSE AND/OR MENTAL HEALTH ISSUES</p> <p>8.01 Complete oral report of suspected child abuse followed by a written report.</p> <p>8.02 Notify and collaborate with social worker, counselor, or appropriate administrative staff.</p> <p>8.03 Support legal and social efforts to combat the abuse.</p> <p>8.04 Notify district school nurse of any pending reports.</p> <p>8.05 Identify and refer students at risk for self-harm and/or suicide.</p>	<p><b>B2/C4</b></p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p>	5-15%		<p>Knowledge of:</p> <p>1. Indicators of child abuse and neglect. The effect on the child's performance, behavior, and wellness</p> <p>2. District policies and procedures</p> <p>3. Children's mental health issues</p> <p>4. School resources: School nurse, social workers, psychologists, counselors</p> <p>5. Warning signs of self-harm or suicide risk</p> <p>Ability to:</p> <p>1. Work with children in an empathetic and caring manner</p> <p>2. Observe child's appearance and behavior to compare and contrast unusual behaviors and/or identify an established pattern</p>	<p>8.01 A report is filed per legal responsibilities and district policy.</p> <p>8.02 Notified and collaborated with social, counselor or appropriate staff.</p> <p>8.03 Legal and social efforts were supported.</p> <p>8.04 District nurse notified of pending reports.</p> <p>8.05 Mental health issues of the student will be addressed and referred as appropriate.</p>

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				3. Recognize unusual changes in student's behavior 4. Respond compassionately to students and their families Skill in: 1. Observation and assessment of possible injuries. 2. Detailed documentation of any injuries 3. Working cooperatively with appropriate staff 4. Actively listening while conveying empathy and sensitivity to child's situation 5. Recognition of depression, anxiety, suicidal idealization and/or self-injury	
9.00 MAINTAIN HEALTH OFFICE SUPPLIES AND EQUIPMENT 9.01 Keep adequate stock of necessary first aid supplies. 9.02 Collaborate with district school nurse/principal regarding adequate budget needs. 9.03 Care for screening and office equipment. 9.04 Keep an up-to-date inventory. 9.05 Order supplies and equipment.	A1 B2/C4  A1 A1 A1	5-10%		Knowledge of: 1. Sources of supplies and equipment 2. Approximate inventory needed for the school year census 3. Fiscal responsibility and budget management Ability to: 1. Keep equipment in good working order 2. Keep an up-to-date inventory of supplies 3. Complete requisitions and purchase orders accurately 4. Manage a budget Skill in: 1. Organizing 2. Coordinating 3. Ordering	9.01 Adequate supplies were maintained. 9.02 Equipment was maintained. 9.03 An up-to-date inventory was maintained. 9.04 Requisitions and purchase orders were completed accurately and within established deadlines and budgetary limitations.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/G RADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					

				4. Anticipating health office needs	
10.0 PERFORM OTHER DUTIES ASSIGNED BY SUPERVISOR 10.01 Assume secretarial duties in absences of secretary. 10.02 Supervise training for clinical hours of college nursing students. 10.03 Complete continuing education requirements as needed for license or as designated by district school nurse or district policy: A. Current RN/LPN licensure B. First Aid and CPR C. Continuing education workshops related to health conditions such as diabetes, epilepsy, etc.	A1 B3  B2/C4	5%		Knowledge of: 1. Supervisor's and principal's policies 2. District registration policy 3. Office procedure 4. Requirements for recertification  Ability to: 1. Keep accurate records 2. Communicate verbally and in a courteous, professional manner 3. Flexibility  Skill in: 1. Operating office equipment 2. Phone usage and etiquette	10.01 Office duties were provided in absence of secretary. 10.02 College nursing students had clinical hours completed, documented and requirements met. 10.03 Training requirements completed.

Minimum Qualifications: Licensed Practical Nurse