

Tunkhannock Area School District Job Description

Title: LPN/RN Certification Aide – Nursing Assistant

SUMMARY:

Perform medical aide and clerical duties as directed by the school nurse, other health service professional and administrators for meeting the health needs of students.

REPORTING RELATIONSHIPS:

- The LPN/RN aide reports to the building principal.
- Works with building principal and school nurse to perform duties as outlined

TERMS OF EMPLOYMENT:

1. Will follow the school year calendar for student days of attendance or as approved by the Tunkhannock Area School District Board of Education.
2. Salary & Benefits are as described in the current Collective Bargaining Agreement between the Tunkhannock Area School District and the Tunkhannock Area Educational Support Personnel Association.

EVALUATION:

Performance of this job will be evaluated by the building principal or assistant principal.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- High school diploma or GED is required.
- Associates degree or Bachelors degree as a Licensed Practical Nurse (LPN) or Registered Nurse (RN). Two years health service related experience is recommended

While performing the duties of this job, the employee is frequently required to talk, sit, walk, stoop or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. The employee will occasionally lift or move up to 50 pounds and push up to 70 pounds such as students and students in wheelchairs. The employee will occasionally restrain students to prevent harm to self or others. Specific vision abilities required by this job include close vision, distance vision and depth perception. The employee is occasionally required to type and use hands to operate office equipment.

Communications skills and common courtesy to complete work activities and interact with others on a daily basis is required. The job requires basic decision-making and organizational skills. The aide must be able to work independently as well as part of a team, and exercise independent judgment within assigned tasks.

Aide must have ability to calculate figures and amounts as fractions, proportions, area, circumference and volume in both standard and metric numbers.

All aides are required to possess current CPR certification, Crisis Prevention Intervention (CPI) certification and first aid training.

The employee is frequently exposed to infection at a greater risk than the average person.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Assist as directed in anyone or more areas as needed:

- Maintain confidentiality of records/communications.
- Work directly under the direction of certified school nurse and/or school nurse practitioner.
- Administer first aid according to the standing orders of the school district physician
- Assisting school nurse in conducting height, weight, vision and hearing screenings, and refer students needing further evaluation to school nurse.
- Assisting school nurse in maintaining student health records.
- Assist physician and/or school nurse in performing physical assessments on students.
- Perform necessary clerical work pertaining to health services.
- Maintain effective health room schedules.
- Assisting school nurse in conducting initial assessment of student on complaint of illness at school in accordance with District policy.
- Handles and dispenses medication sent into school with students.
- Call parents and send students home due to illness or injury.
- Maintains a high level of ethical behavior and confidentiality of information about any student.
- All other duties as assigned.

The Tunkhannock Area School District is an equal opportunity employment, educational and service organization.