

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: PARAEDUCATOR, LICENSED PRACTICAL NURSE, LEVEL IV

REPORTS TO: Certified School Nurse With a Registered Nurse (RN) License and Site Administrator

RESPONSIBILITIES:

1. Perform specific medical procedures as outlined in the student's health care plan and as directed and trained by the certified school nurse (RN).
2. Assist in developing appropriate program materials as directed.
3. Perform clerical tasks as directed.
4. Confer with supervisor, site administrator, and the certified school nurse (RN) regarding student needs, policies, and procedures.
5. Monitor, maintain, operate, and distribute student health care equipment and materials.
6. Deliver specific services to specific students or group(s) of students as directed.
7. Implement specific instructional programs and activities as determined by the school nurse and/or site administrator.
8. Inventory supplies and equipment for student health care as directed.
9. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.
10. Prepare materials for students under the direction of the school nurse and/or site administrator.
11. Perform other related tasks and responsibilities as designated by the school nurse and/or site administrator.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
3. Current Washington State Licensed Practical Nurse (LPN) license.

QUALIFICATIONS: (Continued)

4. Safely and correctly perform specific medical procedures outlined in student health plans under the direction of the school nurse.
5. Works within the guidelines for delegation and licensure for a Licensed Practical Nurse.
6. Ability to operate equipment or technology resources necessary for supporting health care programs.
7. Physical ability to carry equipment from site to site.
8. Physical capacity to lift and move students with disabilities in and out of wheelchairs, chairs, beds, etc.
9. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.
10. Demonstrates interest and ability in working with specific students in individualized programs.
11. Ability to communicate appropriately in both written and oral expression.
12. Evidence of good habits in job attendance and punctuality.
13. Has, or is willing to obtain, first aid certificate and CPR certificate.
14. Ability to successfully work independently.
15. Possess a valid Washington State driver's license.
16. Must have own reliable transportation.
17. Demonstrated knowledge of District, state, and federal laws regarding confidentiality of student health records.
18. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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