

**STANWOOD-CAMANO SCHOOL DISTRICT  
HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: Licensed Practical Nurse (LPN)**

Classification: Professional/Technical

Reports to: Building Principal

**PURPOSE STATEMENT**

The purpose of this position is to use specialized knowledge, skill and judgment to work with individual students or school student populations and carry out the District's health services program under the direction of an assigned ESA certificated registered nurse.

**ESSENTIAL FUNCTIONS**

**This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:**

- Administer medications in the school setting, including injections with indirect registered nurse supervision.
- Recognize and meet basic client needs in routine nursing situations involving stable and predictable client conditions.
- Function in more complex nursing care situations as an assistant to the District registered nurse or physician.
- When not responsible for one on one care for a student, provide health room management duties.
- Glucose monitoring with RN supervision.
- Care of IV lines – sterile access to and care of lines/exit port with training and unsterile skin care.
- Communicable disease prevention and intervention with RN supervision.
- Assist with health screening.
- Assist with development of care plans with appropriate training and in cooperation with RN.
- Perform first aid as necessary.
- Develop individual emergency health care plans under the supervision of an RN.
- Assist with staff health issues under the supervision of and ESA RN
- Provide routine care of students within the scope of licensure who visit the health room.
- Contact parents regarding injury or illness.

**OTHER FUNCTIONS**

- Other duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities**

*Skills* are required to communicate effectively both orally and in writing. Technical skills are required to enter data into a spreadsheet or database and to assist in developing student care plans or parent correspondence utilizing word processing software.

*Knowledge* of basic first aid and technical nursing skills appropriate to licensure are required.

*Ability* to work with a variety of people including school staff, students, parents and others in the medical profession is critical for success in this position. Ability to perform under pressure and respond appropriately in an emergency situation is needed. The ability to work proactively with other school nurses to implement the health services program in our District.

### **Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

**Experience** Experience working with children and in a school setting is preferred.

**Education** Licensed practical nurse certification required.

### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

### **Required Testing**

### **Certificates**

LPN certificate  
First aid/CPR/AED

### **Continuing Ed./Training**

### **Clearances**

Fingerprint/Background Clearance

**FLSA Status:**  
Non -Exempt

**Approved:**

**Salary Range:** Based on Salary Schedule A,  
PSE Collective Bargaining Agreement

Classification History:

Developed: 1/08

Revised:

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*