



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: LICENSED PRACTICAL NURSE

Department: As Assigned

Location: As Assigned

Reports To: As Assigned

FLSA Status: Non Exempt

Bargaining Unit: Classified, OSEA

Compensation: Classified Salary Schedule, Range P

Work Days: 190 Days

Prepared Date: 9/2021

Revised Date: 10/2024

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

General Description:

In alignment with the NWRES D's mission statement, the Nursing Services program provides a comprehensive health program to all students, inclusive of families and communities, to assist them in realizing their full potential. Under the direct clinical supervision of the school health coordinator or school nurse (RN), the Licensed Practical Nurse (LPN) provides nursing assessments, health screenings, health counseling, treatment of minor injuries or ailments, and referral services for more in-depth medical service. The LPN may be assigned to provide health services to one student or more students and schools/sites, and the assignments can change depending on student health needs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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1. High school diploma or GED; valid Oregon license (LPN) issued by the Oregon Board of Nursing
2. Current First Aid, cardiopulmonary resuscitation (CPR), Automated external defibrillator (AED), and/or Basic Life Support (BLS) card, or ability to obtain training and certifications in at least 30 days of start date

Preferred Qualifications

1. Experience working in K-12 school-setting
2. Bilingual and bicultural skills in such common languages to NWRESD
3. A minimum of one year of experience working in a hospital, community, or home health clinical setting

KNOWLEDGE, SKILLS, and ABILITIES:

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to work with very high degree of accuracy and organizational skills, often in a busy environment with frequent interruptions
3. Ability to exhibit professionalism and effective human relations
4. Confer regularly with supervisor and/or designee
5. Skillfully utilize educational/medical technology and software as required by the position
6. Maintain professional and technical knowledge by participating in professional development activities

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.
- B. Administer medication to students according to board policy and district procedures.
- C. Carry out mandatory screening programs, collect data, and complete required reports as directed.
- D. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions as directed by the supervising RN.
- E. Communicate with parents regarding individual students as directed by the school nurse (RN).
- F. Participate in meetings for students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.
- G. Distribute information to faculty or staff on health-related topics as needed and as



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directed by the RN.

- H. Provide guidance to unlicensed assistive personnel or other school staff on health-related tasks as directed by the RN.
- I. Maintain accurate and confidential student health records, including immunization records, medication administration records, and individual student treatment records.
- J. Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.
- K. Comply with policies established by federal and state laws, Oregon Health Authority rule, State Board of Education rule, and NWRESD board policy. Comply with all district and campus routines and regulations.
- L. Follow district safety protocols and emergency procedures.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful working environment and professional relationships with students, staff, administration, families, and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with others
- Hold expectations for high performance of self
- Maintain accurate, complete and confidential records as required by law and NWRESD policy and regulations
- Enters data into database systems and proficiently uses Google Suite
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, NWRESD policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze, and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to families, staff, and other district personnel.



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MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy. Must apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard school/educational setting. The noise level in the work environment is usually moderate to high. The employee may be exposed to outdoor weather conditions. The work is generally performed in small groups or one-on-one in an office and/or classroom setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, running, crawling, twisting, stooping, kneeling.

Weekly:

- Ability to perform the work and communicate in a noisy environment.
- Travel to various sites may be required

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and



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trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, run, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to drive long distances to provide services to students and districts.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.