The School Board of Polk County

http://www.polk-fl.net

Job Description

Position Title: Paraeducator, LPN-8 (as required by IEP, 504, Health Plan)

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA09

Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to provide specialized services as LPN for students requiring complex and continuous nursing care. Specialized student specific procedures are performed by LPN to provide care for assigned medically complex student(s) as identified in IEP, 504, or health plan. Duties are performed under the general supervision of school administrators. The LPN must collaborate with an RN as directed by the Florida Board of Nursing Nurse Practice Act. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

Essential Functions of this Job

The LPN will participate in student specific training provided by the Registered Nurse for appropriate medical procedures required in the school setting. Specialized duties may necessitate being available during transportation by bus to and from school. Duty free lunch and breaks may be unfeasible in the position; therefore, an alternative solution has been collectively bargained (see Paraeducator Collective Bargaining Agreement). Professional duties will involve assisting with staffings, when required, and school committee assignments. Clerical assistance will consist of maintaining school health records and other related health reports. Supervision duties will include providing supervisory assistance for students receiving health related services. Reinforcement of instruction will be given for students and teachers regarding the health services and activities as outlined in the student(s) plan. Classroom assistance may be required for field trips, projects, and assisting students and teachers with health related needs. Technology will be used for medically related equipment. The need for the position is contingent upon the needs of the student receiving services.

Non-Essential Functions of this Job

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Performs other duties as assigned.

Knowledge, Skills and Abilities:

Licensed Practical Nurse (LPN) certification. Sincerely interested in educating and working with young people. Ability to understand written and oral instructions, to speak and write coherently, to keep records and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Position requires graduation from high school or completion of GED. Maintain LPN certification.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions, as well as outdoors such as playgrounds, athletic fields, hallways, and bus area. Requires movement for the majority of the day, and the ability to lift, carry, move and/or position objects/students frequently weighing up to 40 pounds, and infrequently weighing more than 40 pounds, with help as necessary. The district will, as appropriate, provide the necessary student assistive device(s).

Local Code:	10124
EEO5:	50
Approval Date:	2012-09-05
Date Last Revised:	

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.