

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Health Service Provider/Health Service Provider, LPN  
**Job Family:** Student Support  
**Department:** Student Services/School Based  
**Typical Work Year:** 9 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 1, 2015, rev. 7/1/18

**SUMMARY:** Administer first aid and medical care for injured or ill students and staff, provide physician ordered care or procedures, conduct screening programs and assure compliance with state health and immunization laws. Maintain health records, health action plans and billing for Medicaid reimbursable procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *To perform this job successfully, an individual must be able to perform each essential duty 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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 30% Administer minor and major first aid to ill or injured students/staff. Duties include determining severity of illness/injury, calling 911 if necessary, monitoring chronically ill students, monitoring the exposure of others to diseases and contagious illnesses, disposing properly of body fluids, and performing technical procedures as necessary (e.g., blood glucose testing, injectable medication, diapering and/or catheterization, maintain feeding tubes.)
- D 20% Collect and maintain health information on students to include: computer data entry, cumulative records, patient charts, immunization law compliance, exclusion/suspension and completion of district and state reports. Prepare and maintain student health files, including all health records, documents and reports. This includes documents to inform teachers/specialists of children with special health needs. Complete staffing health information forms on Special Education staffing.
- D 10% Communicate with District RN(s) and school staff to implement student health care plans.
- D 10% Administer medications and other medical treatments required by students in accordance with physician orders and district and state policy; record into daily medication logs. Notify parents/caregivers when medications are running low and ensure paperwork is properly maintained in file for students receiving medications.
- D 5% Contact parents/caregivers of ill or injured children, document all head injuries, file necessary accident reports in accordance with established health office procedures and prepare student to go home if necessary. Compile and submit student injury reports to District Nurse and appropriate administrative personnel. Serve as worker's compensation representative to assess and assist injured personnel with treatment options.
- D 5% Perform clerical and secretarial duties as necessary, including answering phones, typing, copying, and preparing/ mailing outgoing health correspondence.
- D 2% Provide students and parents with options for treatment and/or community resources by serving as a liaison to outside agencies and programs.
- W 3% Organize, schedule and implement health screening programs to include: vision, hearing, dental, etc. Record, track results, make recommendations for follow-up care for students who did not pass initial testing.
- W 2% Notify building administrator, teachers, transportation and kitchen staff of students with significant health concerns. Attend staffing/child study meetings as needed. Research as needed regarding medications and conditions. Report suspected abuse or neglect to Administrator and proper authorities.
- M 3% Assist in facilitating activities that promote healthy lifestyles for school and community (blood drives, immunization clinics, cholesterol screenings, dental clinics, etc.)
- M 3% Assist in control of nuisance diseases per instruction of District Nurse and state health

department. Report infectious diseases to District Nurse and state health department as per CDPHE guidelines.

D 3% Maintain a clean and orderly health office, including inventorying and ordering supplies. Assist with maintenance of the MSDS book for the building.

Ongoing 4% Perform other duties as assigned.

**EDUCATION AND TRAINING:** High school diploma or equivalent. Training as one of the following desired: LPN, Emergency Medical Technician, Medical Assistant or Certified Nursing Assistant.

**EXPERIENCE:** 0-2 years' experience in related field.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid required. Criminal Background Check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to work with children and children with special needs
- Knowledge of medial, developmental, emotional, and behavioral disabilities
- Ability to assess and manage a medical or physical emergency
- Knowledge of Universal Precautions
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of medical equipment (B/P, nebulizer, glucose meter, audiometer, etc.) preferred at hire.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Building Administrator (varies based on assignment)  
District Nurses, RN

**Direct Reports:** This job has no supervisory responsibilities

- Responsible for supervising the health and well-being of students

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids			X	

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date