

# SPEED JOB DESCRIPTION

## Title of Position

Nurse – LPN

## Supervisor

Principal/Program Administrator

## Position Guide

Other Professional

## Salary Range

## Qualifications

- A valid Illinois Certificate/approval in the area(s) of service.
- Ability to maintain confidentiality.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Skill in reading and applying information from medical documents.
- Ability to relate to and work with students with special needs who may present a variety of disabilities.
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

## Essential Duties

1. Administers first aid, medication and specialized medical treatments (e.g. suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children at SPEED and satellite classrooms.
2. Assists in administering mandated screenings for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children at SPEED and satellite classrooms.
3. Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements at SPEED and satellite classrooms.
4. Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention at SPEED and satellite classrooms.
5. Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level at SPEED and satellite classrooms.
6. Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs; and/or improving skills and knowledge.
7. Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
8. Adheres to established professional educational and federal procedures, policies, rules and regulations.
9. Administer first aid, attend to staff injuries, and proper completion of Worker's Compensation paperwork.
10. Attend student fieldtrips as needed.

## Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
4. Show commitment and professionalism through attendance, punctuality, and standards with professional responsibilities.

**Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

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. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 180 Days
- Collective Bargaining Position

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date