

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



District Office

306 Ash Avenue South
New Richland, MN 56072
(507)465-3206
Fax (507)465-8633
Dale Carlson, Superintendent

Secondary School

306 Ash Avenue South
New Richland, MN 56072
(507)465-3205
Fax (507)465-8633
David Bunn, Principal

Elementary School

600 School Street
Ellendale, MN 56026
(507)684-3181
Fax (507)684-2108
Douglas Anderson, Principal

Empowering students with knowledge and skills to succeed

Licensed Practical Nurse (LPN)

Position Type: Licensed Practical Nurse (LPN)
Date Posted: 04/28/2021
Location: District (Serving both Elementary and Secondary School as assigned)
Hours/Week: 35 - 40
Date Available: August 23, 2021
* Earlier start is possible to assist with Health Office coverage for Summer School 2021
Closing Date: Open until filled

Position Information

NRHEG Public Schools is seeking a LPN for the 2021-2022 school year. This position will support the medical and personal health needs of students throughout the School District. The LPN is expected to:

- Work under the direction of the Licensed School Nurse (LSN) and Building Principal
- Be able to perform delegated medical and nursing procedures
- Monitor ongoing student health situations and provide feedback
- Provide direct care to student or staff member to include but not limited to:
 - Administration of medications
 - Performance of necessary personal hygiene duties
 - Performance of necessary first aid duties
 - Monitor and report changes in student health conditions, within the school setting, to the licensed staff including the LSN
- Assist in implementing health needs of students with IEPs
- Assist in maintaining and updating emergency plan of care as qualified
- Assist in performing third party billing including supervision, care plans, monthly billing, etc. as qualified

Qualifications

- Diploma from an accredited practice nursing program, and holds a LPN license in good standing with the Minnesota Board of Nursing
- Current CPR/First Aid certification preferred
- Must possess excellent oral and written communication skills
- Ability and interest in working with students of all age groups (3-21)
- Must possess good organizational skills
- Ability to work in a team approach
- Must be physically capable of necessary lifting or restraint procedures

Interested candidates are to complete the application at [Support Staff Application](#). Questions regarding the position may be forwarded to:

Doug Anderson, Principal
NRHEG Elementary School

600 School Street
Ellendale, MN 56026
danderson@nrheg.k12.mn.us
Phone: 507-684-3181
Fax: 507-684-2108

Position Description

Essential Functions

1. Ability to relate and communicate to students regarding student health needs.
2. Ability to interact effectively with staff and parents.
3. Ability to work directly with LSN and Building Principal to carry out specific tasks related to students' health needs.
4. Understand and maintain student confidentiality.
5. Administers and records medications in accordance with District policy.
6. Review, understand, and implement assigned duties pertaining to individualized healthcare plans.
7. Maintain effective communication with school personnel and parents in order to maintain appropriate student records.
8. Maintain appropriate training in CPR, First Aid, and AED as required.
9. Help maintain the Health Office and services under the direction of the LSN and/or Building Principal.
10. Assists with examinations.
11. Maintain mandated and recommended student health records and perform clerical work.
12. Performs minor first aid on injured students or employees.
13. Assists with attendance monitoring and parent phone calls.
14. Assist at times with additional responsibilities and assignments as needed by the LSN and/or Building Principal.

The NRHEG Public Schools reserves the right to revise or change essential functions as the need arises. This position description does not constitute a written or implied contract of employment.

Working Conditions, Physical Requirements and Demands

1. Exposure to students and staff who are ill
2. Hearing and speaking to exchange information
3. See, hear, taste, and smell to perform assigned duties
4. Dexterity of hands and fingers to operate equipment, feel objects, and tools.
5. Reach with hands and arms.
6. Ability to bend, crouch, twist, reach, kneel, crawl, and balance during health office functions
7. Be able to lift 100 pounds, with assistance, using proper lifting techniques or equipment.
8. Climbing stairs
9. Walking, standing or sitting for extended periods of time
10. Operating assigned equipment
11. Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action
12. Subject to work in confined spaces
13. Have the physical ability to wear personal protective equipment as needed
14. Subject to work with biohazard waste.

The working conditions and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.