



TITLE: LPN/Building Health Assistant

QUALIFICATIONS:

1. Valid Ohio Nursing License
2. Valid Ohio Educational Aide Permit
3. Successful completion of BCI/FBI background checks
4. Such alternatives to the above qualifications as the OVESC Board find appropriate and acceptable.

RESPONSIBLE TO: Superintendent or designee

FUNCTION: The Building Health Assistant will assist the district to provide health services on an as needed basis for students and staff.

RESPONSIBILITIES:

1. Ensures safety of assigned students, taking all necessary and reasonable precautions to protect assigned students, equipment, materials and facilities.
2. Keeps confidential information confidential.
3. Demonstrates regular and predictable attendance.
4. Maintains required license(s).
5. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Center.
6. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
7. Assists with primary, secondary, and tertiary prevention of disease and other health problems by observation, assessment, screening, referral, and follow-up. This is to include health screenings as required by the State of Ohio.
8. Assists with development and implementation of health policies and health related forms as needed.
9. Implements policy on exclusion and re-admission of students with infection and/or contagious disease.
10. Consults with administration to prepare letters of medical notices to parents regarding outbreaks of illnesses or other health concerns.
11. Maintains up-to-date cumulative health records on all students and keeps other health records as needed.
12. Reviews students' health records and advises parents of needed updates or information required for students. Reports problems obtaining mandated health records from parents or legal guardians.
13. Keeps staff and administration informed of student health conditions and advises on modification of the educational program to meet the health needs of individual students.
14. Assumes responsibility for maintaining first aid supplies as needed and administers first aid when needed.



15. Assists with creating plans of care for medically handicapped children and evaluates student assistants, attendants, and teachers on medical management, and physical care at least yearly.
16. Participates in IEP meetings and medical evaluations of students as needed.
17. Assists with developing plans of care with students, doctors, and parents of students with medical concerns not requiring IEP or 504 plans i.e. diabetics, students with severe allergies requiring emergency injections, or administration of rectal medications for seizures.
18. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
19. Works with students and parents regarding an understanding of health problems or special needs and assists with obtaining needed services.
20. Works in cooperation with the local health departments and health agencies and refers students and families as needed.
21. Assists school personnel in maintaining sanitary and safe conditions in school.
22. Attends committee meetings and conferences regarding health services, health curriculum, and wellness.
23. Participates in in-service and educational programs.
24. Serves as a resource and advisory person in areas of health, health education, and health careers for students and staff.
25. Maintains current emergency care information on students.
26. Prepares and distributes to administrators and staff a list of students with health problems that are severe or need an immediate action plan.
27. Administers medications as necessary.
28. Works with families and health departments to prevent and treat lice and/or nit infestations and bed bugs.
29. Maintains OSHA log of incident / accidents for staff and assists with appropriate training to meet OSHA requirements. Consults with building administrators, staff, and district personnel as needed. Follows up with injured employees to assess needs and treatment.

OTHER DUTIES AND RESPONSIBILITIES

1. Dresses in a professional manner
2. Follows all directives contained in the Licensure Code of Professional Conduct for Ohio Educators and OVESC policy.
3. Performs all other duties as required or requested by the Superintendent or designee

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic knowledge of board policies and procedures
2. Working knowledge of individual educational plans, community-based teaching techniques and strategies,
3. Concept of least restrictive environment;



4. Thorough knowledge of the importance of confidentiality, prevention techniques,
5. Organizing instructional materials and operating classroom equipment
6. Training in specific medical techniques, such as medical documentation
7. Work effectively with others
8. Communicate ideas clearly orally and in writing
9. Organizational and problem-solving skills
10. Ability to manage multiple responsibilities

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____