POSITION DESCRIPTION

**TITLE:**  Licensed Practical Nurse (LPN), Special Education Assistant  
**LOCATION:**  
**REPORTS TO:**  Special Education Instructor, Building Principal  
**DEPARTMENT:**  Special Services

**SUMMARY STATEMENT:**  
The Licensed Practical Nurse (LPN) Special Education Assistant is responsible for performing clean, intermittent catheterization (CIC) for students with disabilities as well as administering tube feedings or suctioning when necessary. The Licensed Practical Nurse (LPN) Special Education Assistant also performs other health related activities as requested by the Individualized Education Plan (IEP) team. The Licensed Practical Nurse (LPN) Special Education Assistant will assist in the supervision of instructional activities working closely with students.

**ESSENTIAL FUNCTIONS:**  
1. Must be able to communicate effectively with students, staff, and the general public.  
2. Perform clean, intermittent catheterization (CIC), or toileting activities for students with disabilities.  
3. Administer medications and tube feedings.  
4. Perform health related activities as requested by the Individualized Education Plan (IEP).  
5. Establish and maintain student records.  
6. Travel from location to location to assist students with the above health issues.  
7. Administer oxygen for emergencies.  
8. Administer oral tracheal suctioning in an emergency.  
9. Assist in providing one-to-one and group instruction to students so as to meet his/her Individualized Education Plan (IEP).  
10. Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.  
11. Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.  
12. Maintain accurate data on student progress.  
13. Implement behavioral management strategies using the emphasis and techniques as the instructor.  
14. Feed students as necessary.  
15. Handle body fluids as necessary.  
16. Lift and/or position students as necessary.  
17. Attend various training sessions as necessary so as to maintain an up-to-date understanding of the Special Education student.

**OTHER RESPONSIBILITIES:**  
1. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**
Vision (66-100%)  Hearing (66-100%)  Speaking (66-100%)
Travel (66-100%)  Sitting (Up to 33%)  Standing (Up to 33%)
Walking (Up to 33%)  Stooping (33-66%)  Bending (33-66%)
Lifting up to 75 lbs with assistance (33-66%)
Acceptable Attendance
At risk for Bloodborne Pathogens and other potentially infectious materials

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (Up to 33%)  Confidentiality (66-100%)
Customer Contact (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Sterile and Clean Catheters, feeding tubes, and all other tools and equipment needed to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Graduate of an accredited nursing program.
3. Must meet current Washington State requirements for HIV/Aids education for health care providers.
4. Demonstrated ability in performing catheterization, tube feedings, and suctioning.
6. Must be able to work independently as well as with a team.
7. Demonstrated ability to maintain confidentiality of sensitive information.
8. Must be able to communicate effectively with students, staff, and the general public.
9. Must be able to travel from location to location in order to accomplish tasks.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day

PSE: __________________________________________  Date: ________________

District: ________________________________________  Date: ________________

Revised Date: 09/02/2003
Classification: Professional Technicians (PSE)
Class: Class V
Display on Web? Yes

Licensed Practical Nurse (LPN), Special Education Assistant