

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Unrepresented - Classified
Posting Dates: March 25, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by emailing Cassie Lewis in the Human Resources office at calewis@osd.wednet.edu.

| Position | Hours/FTE | Location |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------|
| Licensed Practical Nurse (LPN) | 8.0 hpd/Continuing | Student Support |
| <i>This 1.0 FTE position will begin employment in the 2021-22 school year.</i> | | |
| <i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i> | | |
| Salary: \$22.89 - \$28.69 per hour | | |

Job Description: The job of Licensed Practical Nurse (LPN) is done for the purpose of providing practical nursing services within the parameters of the developed Health Care Plan for students with special needs. Providing support in maintaining and documenting health support tasks related to the student’s physical and emotional well being. Job function may take place within the classroom, school, or community environment.

Essential Job Functions:

- **Administers** specialized treatment, medication and when needed first aid for the purpose of providing appropriate care for students with special needs.
- **Records** and maintain records related to the medical care or Health Care Plan for students with special needs.
- **Plans**, organizes, and implements health related activities for students with special needs.
- **Communicates** with appropriate certificated staff and school nurse regarding the care and medical needs for students with special needs.
- **Under** the supervision of the school nurse, classroom teacher and/or building principal communicate the health care needs or concerns to parents of students with special needs.
- **Assists** certificated staff and/or therapist in providing selected activities to students which may include and not exclusive to academic, self-help, social, motor or life skills.
- **Demonstrates** flexibility in providing for the health care and needs of students with special needs with in the classroom and school environment.
- **Travels** in-district to assist in programs at other location when requested by Student Support Office.

Other Job Functions:

- **Performs** applicable duties as assigned by program/classroom teacher.
- **Assists** in the care or selected activities of other students with in the classroom when appropriate (does not interfere or disrupt the health care or medical treatment of students).

- **When** requested by the teacher or administrator, participates in the IEP process or educational planning meetings for students with special needs.
- **Assists** other classroom personnel as may be required for the purpose of supporting them in the completion of work activities.
- **Accompanies** students on bus to and from school, as needed.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.

Knowledge of basic first aid and health care practices and procedures, basic symptoms of communicable and other childhood related diseases.

Abilities to maintain accurate records and computer usage.

Communicates with students, staff, parents, and the community as well as the *abilities* to demonstrate patience and flexibility in providing for students with special needs in a pleasant and helpful manner, to remain composed and employ good judgment in emergency situations, *demonstrate* sensitivity to cultural, developmental, religious, and ethnic diversity of students and community.

Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/ talking/hearing conversation, near visual acuity/depth perception. Additional requirements include punctuality, mental stability, good hygiene, courtesy and appropriate demeanor and dress.

- **Education Required:** LPN license
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- **Other:** Standard First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE Olympia, WA 98506
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and

other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.