

## THORP SCHOOL DISTRICT #400

P.O. BOX 150  
THORP, WA 98946

### POSITION POSTING

*Exempt*

POSITION: **NURSE/OFFICE ASSISTANT**

SUPERVISOR: Lead School District Nurse  
Administrative Assistant to the Superintendent

CERTIFICATION: LPN or RN

HOURS: Monday, 8:00 am – 3:30 pm

PAY: \$33

OPEN TO DISTRICT EMPLOYEE: 6/29/2023

OPEN TO PUBLIC: 7/05/2023

Open until filled

CONTACT PERSON: Brenda McKee, Business and HR Mgr.

PHONE: 509-964-2107, ext. 101

E-MAIL: [mckeeb@thorpschools.org](mailto:mckeeb@thorpschools.org)

FAX: 509-964-2313

### POSITION DESCRIPTION

#### PRIMARY RESPONSIBILITIES:

- A. Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
- B. Maintains student medication and corresponding records, receipts in new medications, contacts parents when necessary, notifies the district nurse of medication changes.
- C. Collaborates with parents, students, health care providers, and/or other agencies for the purpose of providing appropriate treatments, securing information and complying with the law.
- D. Provide care for students with special physical needs as needed after receiving training and under the direction of the district nurse (including, but not limited to: catheterization, insulin administration, and gastrostomy tube feedings).
- E. Maintains and implements Emergency and Individual Health care plans as directed by physicians.
- F. Reports incidents to administration, CPS, or proper authorities for incidents such as bullying, intentional injuries caused by another individual, suspected child abuse: physical, sexual or medical neglect, or suspected substance abuse to maintain student's personal safety, a positive learning environment and adhering to education code, district and/or school policies.
- G. Prepares documentation for health records for all students consistent with school policies, administrative direction, and state and federal requirements.
- H. Maintains compliance with the Washington state law regarding immunization requirements.
- I. Acts as a resource person for school office personnel who are responsible for administering emergency first aid treatment.
- J. Participates in staffing for students as part of the building team.
- K. Collaborates with the Lead School District Nurse to provide wrap around services for students.
- L. Reports contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.
- M. Conduct daily wellness checks of students.
- N. Administer Rapid COVID tests.
- O. Assist Administrative Assistant to Superintendent.
- P. Maintain accurate records of all students under the direction of the Administrative Assistant to the Superintendent.
- Q. Assist staff, parents, visitors and students; answer phones and follow-up.
- R. Attend in-services, workshops, and meetings as directed.
- S. Records absences each morning; contacts parent/guardian when necessary to determine excused or unexcused absences; updates attendance records.
- T. Other duties when necessity arises.

**QUALIFICATIONS:**

1. Valid Washington State license as a LPN or RN.
2. Successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI.
3. Current First Aid, CPR and AED certification.
4. Mandatory trainings include: health room, epi-pen, Glucagon, medication administration, and blood-borne Pathogen training
5. Outstanding organization and time management skills. Demonstrated ability to successfully multi-task, set priorities, define tasks, schedule and coordinate activities and functions, and work as a part of a team.
6. Excellent interpersonal skills using tact, patience and courtesy. Ability to maintain effective working relationships with staff, students and public.
7. Ability to maintain confidentiality of information and records in an ethical manner.
8. Skill and accuracy in operating computer programs (including Publisher, Excel and Word), ten-key, and other office equipment.
9. Employee is frequently required to talk, hear, stand, walk, sit, or use hands and fingers, and is occasionally required to push, climb, balance, stoop, kneel, or crouch.

**APPLICATION PROCEDURES:**

Current employees: Please submit a letter of interest by July 14, 2023

Public interest: Please submit a cover letter responsive to the position with a completed application and resume to Human Resources, P.O. Box 150, Thorp, WA 98946.