

LICENSED PRACTICAL NURSE - STUDENT SUPPORT SPECIALIST

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Licensed Practical Nurse – Student Support Specialist	Full-Time 5 days/week (M-F) 7:45 a.m. to 3:15 p.m.	Until Filled	As Soon As Possible	Ada Exempted Village Elementary School located in Hardin County	Must hold, or have the ability to obtain, a valid State Board of Education Educational Aide Permit and have a valid LPN license.

If you have questions regarding the position and/or building assignment, please contact Carla Cole:

colec@adabulldogs.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

**MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE*OHIO**

Title: **LICENSED PRACTICAL NURSE – STUDENT SUPPORT SPECIALIST**

Reports to: Building Administrator, Special Education Administrator and/or School Nurse

Job Objectives: Compassionate, dependable and student-focused Licensed Practical Nurse/Student Support Specialist to provide individualized educational, personal and medical support to students with healthcare and/or academic needs. This position combines the responsibilities of school-based support staff with those of a Licensed Practical Nurse. The LPN will work closely with students' educational team, school administration, parents/guardians and healthcare providers to support the student's health, safety, access to education and participation in the school environment.

Minimum Qualifications:

- State approved LPN license.
- Hold or be qualified to obtain an Educational Aide Permit.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Ability to learn appropriate skills for the position.
- Demonstrated maturity and the ability to work with students and their families.

Responsibilities and Essential Functions:

The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Be responsible for learning the functions and proper procedures for all assigned duties. When expectations are unclear, seek advice from the assigned teacher or supervisor.
- Work with individual and/or small groups of students. Receive instructions and follow a prescribed educational plan or procedural guidelines as directed by the teacher.
- Help maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events. Help students understand their personal responsibility for setting goals and achieving academic and vocational success.
- Help nurture students who require an alternative approach to education. Work with appropriate staff to ensure that services are provided in the least restrictive educational environment.
- Provide support to assigned students throughout the school day as outlined in the students' educational and/or health plans.
- Clean up and maintain safe and orderly storage and work areas.
- Assist students with homework assignments and special projects. Help students who have been absent with makeup activities.
- Learn to operate classroom computers and other resource equipment.
- Assist students in accessing instruction, school activities, transitions and other educational opportunities.
- Communicate high expectations for students. Show an active interest in their progress. Offer help when students ask for or their behavior suggests they need assistance. Avoid being intrusive. Allow students to seek their highest degree of independence. Solve student concerns discretely.
- Provide academic, behavioral, social and functional support as directed by the students' educational team.
- Support participation in classroom and school-wide activities.
- Help students with personal hygiene, mobility, transferring, feeding, and other personal assistance needs.
- Help position students to take full advantage of each learning environment (e.g., line-of-sight,

proximity to equipment, height of working surfaces, etc.).

- Help feed students. Observe all personal hygiene requirements for the preparation and handling of food.
- Actively participate in recreational, leisure, and community activities associated with the assigned student's educational program.
- Follow approved sanitation procedures to maintain safe classroom equipment.
- Be aware of the normal operation of personal assistive devices. Recognize when problems may be developing. Immediately correct and/or report suspected malfunctions and/or unsafe conditions.
- Help students with clothing (e.g., shoe laces, boots, coats, etc.).
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.
- Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to local school district policy. Protect the due process rights of students.
- Attempt to develop rapport and maintain the confidence of students, parents, staff, and the community. Respond to requests and complaints promptly, accurately, and tactfully. Respect the personal confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.
- Maintain a safe and supportive environment for the students.
- Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
- Attend school meetings and training programs as directed.
- Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Displaying an interest in students and enthusiasm for education.
- Maintaining a tactful disposition and dealing with people fairly.
- Working cooperatively to support a successful team effort.
- Expressing ideas effectively using verbal and writing skills.
- Carrying out prescribed actions efficiently with limited supervision.
- Maintaining a visual awareness of the learning environment and student interactions.
- Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performing activities that may require stooping, kneeling, crouching, and/or crawling.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Being punctual and maintaining a consistent attendance record.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under stress to meet schedules and deadlines.

- Exposure to personal hygiene products and medications.
- Exposure to cleaning solvents and chemical vapors.
- Duties require wearing protective clothing and/or safety equipment.