

**Job Description
Moore Public Schools**

Job Title: Nursing Assistant

Credentials: Is licensed/certified in Oklahoma, as a Licensed Professional Nurse (LPN).

Training or Experience Required: Certified in Cardiopulmonary Resuscitation (CPR) and First Aid and Pediatric nursing experience is preferred

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information give/receive simple instruction and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations required logging, filing, or posting simply entry items manually or by the computer.

Mathematical Skills: Performs complex and routine computation such as addition, subtraction, multiplication and division using whole numbers, fractions, decimals, and/or percentages, requiring skill in higher level college math and statistics.

Reading and interpreting: Reads and interprets written or printed materials such as medical records/charts, articles, diagrams, and instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, CRT/computers (no software experience). May on occasion use more difficult machines without any proficiency required, such as data entry.

Office filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Reports to: Building Administrator and School Head Nurse. The Administrator is direct supervisor and Head Nurse provides and directs in health and medical tasks.

Site: various

Job Goal (Purpose of position): Performs basic nursing duties under minimal supervision to manage and deliver school health services to protect the health, wellness, and learning in the school environment.

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. This job requires that the incumbent follow generally standardized operating