

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – LICENSED PRACTICAL NURSE (LPN)

**Qualifications:** Hold a valid LPN license issued by the West Virginia Board of Examiners for Licensed Practical Nurses. Experience with medically fragile or special needs students preferred.

**Immediate Supervisor:** Principal and/or Assistant Principal; School Nurse

**Evaluation:** Performance in this position will be evaluated annually by the principal and/or assistant principal in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 200 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Service and Education Level

### **Expectations / Duties and Responsibilities:**

- Provides personal care, assistance and supervision as needed to students including dressing and undressing; toileting, including diaper change; grooming; feeding; positioning; transfers i.e. may include lifting from wheelchair to changing table and/or floor; hygiene; use of adaptive equipment as per physician order and under the direction of the physical therapist such as, but not limited to, Rifton chairs, standers, wheelchairs and walkers.
- Collaborates with parents and school nurse to implement individual health care plans for students as assigned.
- Provides emergency care in cases of injury or sudden illness.
- Maintains an accurate health record on each student. Documents health related activities and treatments on daily logs and electronic medical record as appropriate.
- Documents First Aid and illness care provided to students. Completes accident reports and maintains an accurate log of classroom health related activities.
- Demonstrates knowledge of and the ability to administer medications appropriately, in keeping with school policy on administration of medication at school.
- Administers medications and treatments as necessary in the classroom setting. Treatments may include but are not limited to g-tube feedings, suctioning, positioning, urinary catheterization, tracheostomy care and nebulizer treatments.

- Monitors seizure activity and administers medications as ordered by physician.
- Maintains confidentiality of student's health and medical concerns.
- Collaborates with the school nurse to screen all new students in classroom to ensure compliance with immunization laws.
- Collaborates with school nurse to organize, implement and report on mandated health screening programs.
- Collaborates with school nurse to recommend exclusion and monitor readmission to schools for students with infectious or communicable diseases.
- Maintains medical equipment and supplies as appropriate in the classroom.
- Collaborates/cooperates with community providers and state agencies to meet the health and social service needs of students.
- Is a resource to the student, parent, principal and teachers in matters pertaining to health.
- Collaborates with the school nurse to identify health and safety hazards in the classroom and advises teacher.
- Accompanies students with medical needs when out of school on field trips or community trips.
- May be required to ride the school bus with student(s) or attend field trips.
- Other duties as assigned.

### **Physical Demands:**

The physical demand described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds (100 pounds vertically) of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud (60-90dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*