

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Licensed Practical Nurse (LPN)

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 183 days per year, hours per day determined by site and specific assignment requirements

JOB GOAL: Under the direction of the District School Nurse and the assigned site administrator/supervisor, renders specialized health care to physically, emotionally, mentally, and multiply disabled students and performs other health related, clinical and classroom duties as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Conducts initial health screening, including the performance of height, weight, vision, and hearing, referring those who fail screening to appropriate physicians or agencies for evaluation, and follows up on those students referred.
2. Responds in emergency situations, such as administering emergency nursing care to students and school staff presenting with acute/urgent illness, injury or health issues.
3. Attends to the acute and chronic health care needs of students and staff and refers them to appropriate medical personnel as necessary.
4. Compiles and submits supply orders for the efficient operation of the school medical office.
5. Verifies and monitors immunization records and communicable disease status in the school ensuring that all students meet the requirements of state law.
6. Provides routine student healthcare.
7. Performs medically ordered health care procedures including, but not limited to: gastrostomy tube feedings; catheterizations, colostomy and ileostomy care, tracheostomy suctioning diabetes care and insulin injections; assist with maneuvering wheelchairs and other health care equipment.
8. Administers legally prescribed, labeled and dispensed medications with written medical and parental permission to students following a safe and reliable medication procedure.
9. Attend and participate as a member of the IEP team during annual IEP Plan meetings.
10. Participate in other job-related duties and activities related to the position as assigned (e.g., participates of school improvement teams, address COVID-19 questions and coordinates school response to emergencies with the District Nurse).
11. Perform other job-related duties as may be assigned by the site administrator/supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of First Aid Procedures, medical terminology, and CPR.
2. Learn techniques and practices in administering to students with disabilities.
3. Ability to handle emergency situations without supervision and making sound health care decisions.
4. Work professionally and collaboratively with administration, staff, parents, and community.
5. Abide by policies and procedures related to school health services, recognizing hazards and applying safe work methods.
6. Provides resources and health counseling to students, families and school staff under the direction of a Certified School Nurse.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.

8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Valid Nevada State Board of Nursing License as a Licensed Practical Nurse (LPN)
2. Valid Nevada Driver License
3. Current CPR/First Aid/AED certification, which must be maintained for the duration of the assignment

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), blood borne pathogen incidents, and power/hand operated equipment and machinery (as related to specific assignment).

Working Conditions: Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: _____
Superintendent

7-29-20

Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____