

Job Description: Licensed Practical Nurse (LPN)



Position Title: LPN

Salary Grade: PA09

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to provide health services as a Licensed Practical Nurse (LPN) for individual schools. Specialized work in assisting with services for schools. Duties are performed under the supervision of the Health Services Director. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records, and reports.

Essential Functions of this Job:

Works with health services education and district staff to serve students with special needs, including physical, emotional, and intellectual health. Clerical duties will consist of maintaining school health records and other related health reports. Will provide assistance for students receiving health-related services. Reinforcement of instruction will be given to students and teachers regarding the health services and activities. Preparation of instructional materials will include presenting materials or assisting teachers and other health services staff to provide health-related curricula. Classroom assistance may be required for field trips, projects, and assisting teachers to provide for health-related needs. Technology will be used for medically-related equipment. Will perform liaison functions with various outside agencies serving students with health needs as described.

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Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Licensed Practical Nurse (LPN) certification. Ability to serve students by providing physical, emotional, and intellectual care professionally and with compassion. Ability to understand written and oral instructions, speak and write coherently, to keep records and make simple reports, and work cooperatively and act professionally with other school personnel and parents. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from high school or completion of GED. Maintain LPN certification. CPR certification required.

Work Context:

Requires sitting and some standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with students, parents, internal and external contacts, and the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires being active for most of the day, and the ability to lift, carry, move and position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code:

EEO5:

Approval Date:

Date Last Revised: 4/6/2022