Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Licensed Practical Nurse (LPN) - Medically Complex**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Instructional Support**	Pay Range:	**PT25H**
Prepared/Revised Date:	**January 27, 2026**	Job Code:	**40901**

SUMMARY: Responsible for assisting the school nurse and IS teacher with medical and physical support for students with significant medical support needs so they may fully participate in class activities. Assist students with medication, medical procedures, personal care, and personal advocacy around medical needs. Assist teacher and school nurse with all health-related care and monitoring, including documentation and daily communication with student families.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide first aid for injuries, assist with personal care needs (bathing, dressing, clean up), and manage daily health issues and procedures (tube feedings and care, transfers and positioning, blood glucose monitoring, pulse oximetry, oral or nasal suctioning, catheterizations, diapering/toileting/hygiene care), and administration of oxygen and/or medications or treatments according to medical orders and written care plans.
2. Administer medications directed by a physical, under the supervision of a Registered Nurse (RN).
3. Take vital signs, monitor student health, track immunizations, and maintain accurate records with privacy and confidentiality in compliance with FERPA law.
4. Assist with vision, hearing, and other health screenings.
5. Respond to medical emergencies, provide immediate care and potentially accompany students to the hospital.
6. Work closely with the school nurse, teachers, administration, and family to ensure student safety and manage health plans. Assist teacher and school nurse with evaluation process for annual and triennial IEP meetings, parent conferences, field trip planning, etc.
7. Accompany student on school district premises and school-sponsored activities (may include transportation to and from school and participation in any curricular or extracurricular district-sponsored programs or activities such as field trips).
8. Demonstrate a commitment to:
    a. understand, appreciate, and make accommodations for student diversity
    b. include and engage families in the student's education and health care needs in school
    c. provide personal and professional excellence
    d. attend appropriate in-services and building meetings
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Graduate of Colorado Board of Nursing approved practical nursing program Licensed Practical Nurse program through Colorado Board of Nursing approved program
- Pass the NCLEX-PN exam
- Two years of clinical experience required
- Pediatric home care experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Maintain an active, valid Colorado LPN/LVN certification
  - LPNs licensed in another state may apply for licensure by endorsement, as part of the Nurse Licensure Compact (eNLC)
- Current American Heart Association or Red Cross BLS CPR/First Aid certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills, Spanish language skills encouraged
- Interpersonal relations skills
- Basic calculation and application of basic math concepts
- Knowledge of basic medical equipment such as thermometer, glucometer, insulin pumps, feeding pumps, nasal canula, nebulizer, suctioning equipment and pulse oximeter, or comfort with instruction on devices, as needed on the job
- Ability to accept delegation by School Nurse for all necessary medical procedures, care plans, supervision and consultation.
- Ability and comfort with management of life-threatening situations and delivery of medications through a needle, feeding tubes, rectal, oral, nasal, or topical routes
- Ability and desire to work with students with various moderate to severe physical disabilities, emotional disabilities and special needs, including assisting with all personal health and hygiene needs
- Ability to diffuse volatile student situations
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to lift and transfer students, provide behavior supports including de-escalation and physical assistance, and follow health care procedures that could include feeding, catheterization, suctioning, administration of medications, skin care, monitoring need or oxygen, monitoring seizure activity and treating medical conditions per health care plan, etc.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Health Services Coordinator	
Direct reports:	This job has no direct supervisory responsibilities	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	