

LYON COUNTY SCHOOL DISTRICT

Licensed Practical Nurse (LPN)

Job Group: Specialized or Technical

Classification: Classified

Terms of Employment: Pay Grade 26 on the Classified Pay Structure (198 Paid Days/184 Work Days, 7.5 Hour Workday)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the direction of the Chief Nurse (or a designated Certified School Nurse) and the assigned principal, the LPN promotes the health and well-being of all students. This person provides health care and clinical related services to students and performs classroom duties as needed. Performs related work as required by the Chief Nurse and site administrator. This person is expected to adhere to the LCSD Professional Standards for Classified Employees as outlined in policy and the CBA. This position reports directly to and is evaluated by a school site administrator with input from the LCSD Chief Nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs specialized procedures under the guidance of the Nurse Practice Act.
2. Conducts initial health screening, including the performance of height, weight, vision, hearing, and scoliosis screening at designated grade level, referring those who fail screening to appropriate physicians or agencies for evaluation, and follows up on those students referred.
3. Responds in emergency situations, such as administering emergency nursing care to students and school staff presenting with acute/urgent illness, injury or health issues.
4. Maintains the school health office in an organized and clean manner.
5. Maintains sufficient stock of health office supplies.
6. Verifies and monitors immunization records and communicable disease status in the school ensuring that all students meet the requirements of state law.
7. Provides routine student healthcare.
8. Maintain timely and accurate records in the Student Information System.
9. Administers legally prescribed, labeled and dispensed medications with written medical and parental permission to students following a safe and reliable medication procedure.
10. Implements a comprehensive health program at the assigned school in the areas of nursing services, health education, and environmental health and safety.
11. Perform scheduled maintenance checks of the site's Automated External Defibrillator (AED).
12. Performs other related duties as assigned by the Chief Nurse and school site principal.

POSITION EXPECTATIONS:

1. Knowledge of First Aid Procedures, medical terminology, and CPR.
2. Learn techniques and practices in providing health care 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.
7. Perform other job-related duties as may be assigned by the site administrator/supervisor.
8. Ability to appropriately handle stress and interact with others including supervisors, coworkers, clients, and customers.
9. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS:**Licenses and Certifications:**

1. Must possess a valid license issued by the Nevada State Board of Nursing as Licensed Practical Nurse (LPN).
2. Must possess a valid Nevada Driver's License and be able to operate a district vehicle.
3. Must possess current, or be able to acquire, a Healthcare Provider Basic Life Support (BLS) Certification within 30 days of hire.

When applying for a classified position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, stand, and perform physical activity for extended periods of time as applicable. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may frequently be required. Heavy lifting (25 pounds or more) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work on equipment and/or machinery that poses inherent risks. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling	X			

Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data		x		
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment		x		
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____