

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Licensed Practical Nurse (LPN)**

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**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:** To assist the District Homeless Liaison in supporting the needs of the homeless student population, and ensuring the delivery of mandated services to facilitate the students' attendance and access to an appropriate education.

### **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 NCSSO.

1. Contacts parents in emergencies and maintains accompanying records.
2. Assists school nurse with procedures, problems and responds quickly to emergency situations.
3. Assists in coordination medication and consent forms from parents/guardians.
4. Performs the following technique requiring skill, patience, and understanding: Rectal medication administration and monitoring of students during and after seizures with required documentation.
5. Supervises specified students with daily medication.
6. Attends student-related conferences as directed and participates in the evaluation process for students referred for special education services.
7. Serves as a resource person to site staff for health related issues, including screening for special education placement of specified students.
8. Maintains familiarity and keeps site administration informed of health guidelines and regulations.
9. Provides information to students, parents and school personnel to plan action for minimizing the health problems of students.
10. Provides, first aid, CPR/AED, and health care services for students and staff in the event of an accident or emergency in accordance with district policies.
11. Assists in obtaining hearing results and vision results in accordance with state law and district policy and procedure.
12. Updates and maintains accurate health records and reports and other clerical duties as assigned.
13. Treats sensitive and privileged information with the appropriate confidentiality.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to learn techniques and practices in administering to handicapped students.
2. Ability to work with handicapped students under trying conditions.
3. Ability to adapt and apply information from related fields, keep current of health guidelines and regulations.
4. Ability to communicate effectively, both orally and in writing, with parents, schools, community members.
5. Ability to display tact and courtesy, set priorities, and work as part of a team.
6. Ability to work with diverse individuals and/or groups.
7. Ability to participate in continuing education programs to increase knowledge, update skills, and maintain licensure.
8. Ability to uphold professional standards of school nursing.
9. Specific skill-based competencies, such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
10. Flexibility to work independently with others in a wide variety of circumstances.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
12. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, and conforms to safety standards as prescribed.

14. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
15. 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 Driver License
2. Current license in the State of Nevada as a Licensed Practical Nurse (L.P.N.)

##### **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

3/22/17  
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: \_\_\_\_\_