

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

JOB DESCRIPTION

TITLE: LPN

QUALIFICATIONS:

1. Valid/current license to practice as LPN in Massachusetts
2. Current CPR Certificate

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Nurse Leader & Director of Special Education

JOB GOAL:

To assist the Nurse Leader in implementing school district health policies and procedures and assist classroom teacher by working with individuals or small groups of students under the direct supervision of the building Registered Nurse and/or Registered Nurse Leader.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Assist with health needs of students including but not limited to nutrition, hydration, mobility, elimination, comfort, rest and hygiene, and educational needs.
2. Follow medical plan of care for students with health needs.
3. Provide first aid as required by School Committee policy.
4. Observe and report needs of students to nurse leader and/or supervising registered nurse as needed.
5. Assist with vision, hearing, height/weight, and postural screenings when not needed in the classroom.
6. Collect, report and document required data for student care.
7. Assist with immunization program.
8. Attend workshop or conference classes for Continuing Education Units as they pertain to licensing.
9. Regular, reliable attendance

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects or controls; reach with hands and arms. The employee is required to walk, stoop, or kneel. The employee must be able to lift up to 30 pounds without assistance and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate. This position also requires an individual to work on a school bus setting where the noise level in the work environment can be moderately high.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

Approved by: Westport School Committee **Date:** January 22, 2001
Revised: February 29, 2016

Reviewed and agreed to by: _____ **Date:** _____