



**GRANT COUNTY SCHOOLS**  
204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

---

## **JOB DESCRIPTION**

### **JOB TITLE: LPN**

**Supervisor:** Principal/Director of Student Services

#### **QUALIFICATIONS:**

- High school graduate or equivalent.
- Passage of state-mandated Aides test required, if applicable.
- Holds valid West Virginia LPN License.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **WV Code:**

Licensed practical nurse: a nurse, licensed by the West Virginia Board of Examiners for Licensed Practical Nurses, employed to work in a public school under the supervision of a school nurse;

#### **JOB GOAL:**

- To provide specialized health care procedures as needed

#### **PERFORMANCE STANDARDS**

##### **Maintaining positive work habits**

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

##### **Performing duties efficiently and productively**

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**DUTIES/ RESPONSIBILITIES:**

1. Provide appropriate care to students;
2. Collect student health information;
3. Relay information between students, parents, school nurses, and administration;
4. Test identified student blood sugar levels;
5. Wound care and dressing changes;
6. Assist students with personal hygiene;
7. Monitor changes in students;
8. Proper charting, documentation, and maintenance of student medical records;
9. Perform duties efficiently and productively;
10. Maintain and/or upgrade skills;
11. Promotes and maintains positive pupil-staff- community relations;
12. Other duties as assigned by supervisor.