

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Licensed Practical Nurse/Supervisory Aide Itinerant

**REPORTS TO:** School Nurse and Building administrator

**JOB GOAL:** To work under the supervision of a school nurse to provide health care services to students. Will follow the “Standards of School Nursing Practice” Itinerant LPN/Aides, with proper notice may be moved to another setting to provide appropriate educational services.

**QUALIFICATIONS:**

1. Be licensed by the West Virginia Board of Examiners for Licensed Practical Nurses.
2. Passed the West Virginia Department of Education Competency Test for Classroom Aide.
3. Must have and maintain First Aide and CPR Certification
4. Have a general understanding of the purposes and organization of public education.
5. Have effective oral and written communication skills.
6. Be able to assist students with specialized equipment, including, but not limited to, computers, wheelchairs, augmentative communication devices, prone standers, therapies, etc.
7. Be able to maintain a high level of ethical behavior and confidentiality of information about students.
8. Be flexible in the scheduling of lunch and breaks as determined by student needs.
9. Shall be capable of lifting/restraining/transferring students.
10. Be willing and capable to attend to the personal hygiene/toileting/bathing needs of students located in the school.
11. Be willing and capable of riding bus with student if required.

**DUTIES:**

1. Under the supervision of a School Nurse, will provide health care services to students.
2. Assist with the supervision of students as needed.
3. Work with individual students, or small groups, to reinforce learning of materials or skills initially introduced by the teacher or therapist.
4. Assist teacher in carrying out all daily school activities.
5. Assist students with personal hygiene and toileting.
6. Shall function as an extension of the classroom teacher, including field trips, etc.
7. Shall participate in and complete staff development as assigned by immediate supervisor or building administrator.
8. May be utilized in other education programs within the building or school district at the discretion of the school nurse or building administrator.
9. Exhibit promptness in completing schedules, reports, work assignments, etc.
10. Shall assist bus operators as needed.
11. Shall perform other related duties as may be assigned by the school nurse or other administrative staff.