

# MCDOWELL COUNTY SCHOOLS

## Job Description

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<b>POSITION:</b>	Extra-Curricular Licensed Health Personnel
<b>REPORTS TO:</b>	Assistant Superintendent / Certified School Nurse
<b>CLASSIFICATION:</b>	Service

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<b>FLSA STATUS:</b>	Non-Exempt
<b>EMPLOYMENT TERM:</b>	As needed basis for the 2012-2013 school term
<b>COMPENSATION:</b>	\$25.00 per hour as needed
<b>EVALUATION:</b>	Performance in this position will be evaluated by the Assistant Superintendent or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** "Licensed Health Personnel" means a nurse licensed by the West Virginia Board of Examiners for Licensed Practical Nurse or Registered Nurse and employed to work in a public school under the supervision of a certified school nurse.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support for health services at the local school level to meet the particular health needs of students in assigned schools to and from afterschool extra-curricular activity as well as to and from the event;
- Perform health care procedures for diabetic students including, but not limited to, performing and (or) assisting with routine diabetes care tasks and providing emergency care;
- Be able to administer medication as directed by a physician or school nurse;
- Ensure that diabetic needs are met in a way that maximizes safety, health, learning and participation in extra-curricular activities;
- Implement the specialized health care plan as directed by the certified school nurse;
- Maintain paperwork as specified and required by a health care plan;
- Demonstrate the ability to remain and respond calmly and objectively to a variety of situations;
- Maintain a high level of ethical behavior and confidentiality;
- Be flexible in scheduling based on student needs;
- Provide emergency care and first aid to injured/ill students;
- Document pertinent student health information;
- Must be willing to ride a school bus with student;
- Travel is required (Must have reliable transportation);

- Attend specialized training as the need arises;
- Must maintain and upgrade skills through professional development; and
- Perform all other assignments related to the job as assigned by the Assistant Superintendent and/or certified school nurse.

**SUPERVISORY RESPONSIBILITIES:** Students

**QUALIFICATION REQUIREMENTS:**

- Experience in working with children who have health care problems;
- Expertise in diabetes, and also in student-specific routine and emergency care.
- Completed criminal background check;
- Negative tuberculin skin test upon hire;
- Demonstrate appropriate safety, hygiene and health standards;
- Demonstrate safety of work area;
- Demonstrate adherence to schedules; being punctual;
- Demonstrate flexibility and adjusting to change;
- Demonstrate courtesy and tactfulness in interpersonal relations;
- Demonstrate dependability;
- Demonstrate understanding and implementing responsibilities; and
- Demonstrate ability to use good judgment and make good decisions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**EDUCATION AND/OR EXPERIENCE:**

- Must hold a valid license from the West Virginia Board of Examiners for Licensed Practical Nurses or a Registered Nurses;
- Experience as a Licensed Practical Nurse or Registered Nurse preferred; and
- Current CPR & First Aide certification.

**COMMUNICATION SKILLS:**

- Be able to communicate with adults, follow instructions, accept supervision, and work with all children;
- Ability to perform duties in full compliance with state and county requirements; and
- Ability to define problems, collect, review and analyze data; establish and draw conclusions.

**MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to follow shop manuals and work orders maintaining a safe work environment;

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position;
- Ability to accurately perform assigned tasks; and
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and often required to walk. While performing the duties of this job, the employee is frequently required to lift and move up to a minimum of 100 pounds vertically without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in the school setting. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*