

**PENDLETON COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
**Nurse/Supervisory Aide**

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 and to work under the supervision of Building Administrator. Will follow the “Standards of School Nursing Practice.”

**QUALIFICATIONS:**

1. At minimum be licensed by the West Virginia Board of Examiners for Licensed Practical Nurses. (Will also consider RN)
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 purpose 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.
12. Be able to provide specialized health care procedures.

**DUTIES:**

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

**TRAINING AND EXPERIENCE:**

- A. Participates in courses, seminars, and workshops in the areas of learning theory.
- B. Strives to improve instructional performance.
- C. Participates in staff development provided by county.
- D. Participates in college courses/training required to advance in the aide/nurse classification and/or better preparation for job assignments.
- E. Attends in-service meetings and seminars.
- F. Reads current articles related to job assignment.

**PERSONAL QUALITIES:**

- 1. Possesses physical/emotional health necessary for effective job performance.
- 2. Demonstrates a positive attitude toward his/her work assignment.
- 3. Accepts responsibility for the work assigned.
- 4. Maintains appropriate appearance and personal hygiene.
- 5. Accepts constructive criticism.