

MONROE COUNTY SCHOOLS

Joetta S. Basile Superintendent

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[www.boe.monr.k12.wv.us/pages/Monroe County SD](http://www.boe.monr.k12.wv.us/pages/Monroe%20County%20SD)

P O Box 330, Union, WV 24983

304-772-3094 FAX 304-772-5020

July 25, 2016

Posting #-MCS00361

Position Title: Substitute Licensed Practical Nurse

Job Description: Individual will provide health services under the supervision of the certified school nurse. Duties will include basic and specialized health care procedures such as, but not limited to, lifting, transferring, mobility, toileting, feeding and supervising children. Individual will receive training and provide specialized health care procedures such as, but not limited to, tracheostomy care and suctioning, medication administration, urinary catheterization, gastric tube feeding and care, providing assistance during transportation to and from school and for special school events as necessary including assisting students on and off bus.

Individual will share in the responsibility of protecting students, equipment, materials and facilities; maintain positive work habits; maintain and upgrade skills; perform all duties efficiently and productively while maintaining confidentiality of student's protected educational and health related information. Individual must have the ability to work effectively with individuals of diverse educational, socioeconomic and cultural backgrounds and those with special needs while acting as a contributing member of school staff. The individual must have basic computer skills to include, but not limited to, word processing, email and internet usage. The individual will assist in conducting school based screenings for students, such as but not limited to, vision and dental when necessary. The individual will assist with health file review for all students and all other tasks as assigned by certified school nurse.

Qualifications: Must be a Licensed Practical Nurse (LPN) in the state of West Virginia with an unrestricted license. Applicant must be adult and child CPR/AED/First Aid certified. Applicant must have knowledge of basic computer skills. Applicant must pass a criminal background check. Applicant must complete tuberculosis skin test (PPD).

Effective Date: Upon hire on an as needed basis.

Salary: Per county schedule

Deadline for application: August 1, 2016 @ 3 p.m. or until filled

To Apply: Each applicant shall submit:

- An application
- A resume
- At least 2 professional references
- Copies of any licenses and certifications listed above to:
Joetta S. Basile, Superintendent
Monroe County Schools
P O Box 330
Union, WV 24983

Once qualified applicants are determined, candidates will go through an interview process.

Monroe County Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Brian K. Baker, Title IX Coordinator/Section 504 Coordinator, at the Monroe County Board of Education Office, Post Office Box 330, Union, West Virginia 24983, 304-772-3094, extension 314. In addition, information regarding services, activities and facilities that are accessible to and usable by disabled persons can be obtained at the same above address.