



School LPN/Classroom Aide Job Description

Classification: Full Time, Non-Exempt

Reports To: Director of Educational Services

Education Required:

Licensed Practical Nurse and an Associate's Degree are both required Diploma, CNA and CMA are not acceptable and the Associate's Degree can be in any field. *Requirement for ALL Preschool Staff: Must obtain and maintain updated state required clearances, annual health exams, and ongoing yearly training hours.*

School LPN Duties and Responsibilities:

- Maintain most current Immunization Records and CD-51 for all students enrolled
- Maintain waivers for families who do not immunize
- Receive and share medical reports and information from pediatricians, eye doctors, developmental pediatricians, outpatient therapies, etc. for WVCA records using appropriate authorization form
- Maintain current medication administration forms, logs, etc. for current students enrolled
- Administer medications as needed
- Perform any daily duties required for health and welfare of students
- Coordinate letters of need with Education Director for students in need of nurse aide, or nursing services while in programming.
- Coordinate with Education Director and appropriate staff/faculty - CY-47 forms when necessary for reporting child abuse or neglect incidents
- Complete, record, contact family and file incident reports as situations demand
- Maintain current health forms with bi-annual TB test for WVCA staff and faculty
- Align safety of learning areas, therapy suites, and play areas to Health and Safety Standards in order to maintain Keystone STAR 4 level in conjunction with Education Director and ELRC contact
- Perform annual review of first aid/CPR/AED with all WVCA staff and faculty

- Ensure all WVCA staff and faculty are current and renew Pediatric First Aid/CPR/AED training (every 2 years) through an approved STARS provider
- Other nursing duties as required

Classroom Aide Duties and Responsibilities:

- Assist Teachers in providing direct, quality interactions to children as required by IEP goals or programming.
- Monitor, observe, and assist all preschool staff to maintain highest level of safety throughout all school environments
- Assist Teachers in preparation of classrooms; materials, activities, programs, etc. as directed by teacher
- Assist in coordination of any transition activities, programs, daily classroom care as directed
- Provide highest level of confidentiality throughout all aspects of programming
- Assist children during self-care activities, while ensuring safety and proper hygiene
- Insure resource materials-classroom/bathroom, are maintained and stocked regularly
- Participate in on-going required trainings in order to maintain state compliance
- Perform other duties as assigned by Education Director or Teacher

Skills, Knowledge, and Experience Required:

- Experience working with young children
- Knowledge of child development and basic developmentally appropriate practices
- Must have excellent communication and interpersonal skills and ability to cope with stressful situations
- Must work well with others and be flexible

Physical Skills Required:

- Must have strength and ability to lift young children (approximately 75lbs.)
- Must tolerate considerable bending, stooping, squatting
- Must be able to assist children with self-help skills

The information above is not comprehensive of all duties/responsibilities performed by this position. This job description is not an employment agreement or contract. The Executive Director and Board of Directors have the exclusive right to alter this job description at any time without notice.