John Paul II Center
SPECIAL LEARNING FOR CHILDREN & ADULTS
1092 Welsh Road, Shillington PA 19607

# Job Description

**Job Title:** Student Support Licensed Practical Nurse (LPN) **Effective Date:** 08/18/2025

**Reporting Functions:** Principal **FLSA:** Non-Exempt

**JOB FUNCTION:**
The Student Support LPN at the John Paul II Center for Special Learning provides compassionate, hands-on medical and personal care to students with complex medical needs. This includes assistance with activities of daily living such as g-tube feedings, soft/moderate diets, diapering, hygiene, and mobility support. The LPN will also serve as a relief nurse on field trips and during nurse absences, ensuring students' health and safety across all school environments.

**JOB STATUS:** Part-Time Monday through Friday 8:45am-2:30pm
No weekends, no holidays

**DUTIES AND RESPONSIBILITIES:**

- Provide direct care to students with medical needs throughout the school day
- Perform g-tube feedings and assist with feeding students on soft or modified diets
- Support students with personal hygiene, toileting, and diapering needs
- Monitor and report changes in students' medical conditions to appropriate personnel
- Follow and implement individualized health care plans (IHPs) and emergency protocols
- Administer medications and document all medical services provided
- Serve as the designated nurse for field trips and cover nurse absences as needed
- Cover Adult Day Program on an as needed basis
- Maintain accurate and confidential health documentation
- Collaborate with teachers, therapists, and school leadership to support students holistically
- Ensure compliance with HIPAA, FERPA, and school confidentiality standards

**EDUCATIONAL REQUIREMENTS:**

- Bachelor's Degree in Nursing, RN or LPN License
- **Current LPN license** in the state of Pennsylvania (required)

**OTHER REQUIREMENTS:**

- Experience with g-tube feedings and pediatric or special needs nursing preferred
- CPR and First Aid certification (or willingness to obtain prior to start)

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- Ability to lift and assist students with mobility or positioning needs – must be able to lift 60lbs
- Strong interpersonal, organizational, and documentation skills
- Compassionate, reliable, and team-oriented

**PHYSICAL REQUIREMENTS:**

- Sitting and standing for extended periods of time.
- May frequently move or lift individuals that are no less than 60 lbs.
- Frequent bending at the waist, kneeling, crouching and pushing or pulling to physically execute proper individual transfers is also required.
- May reach overhead as well as above shoulders and horizontally.
- Dexterity of hands and fingers to demonstrate activities or run medical and instructional equipment is required.
- Hearing and speaking to exchange information, make presentations, hear in a noisy environment, and locate the source of a sound.
- Possible biological exposure to bacteria and communicable diseases.

**WORKING CONDITIONS:**

- This is a part-time position
- Monday through Friday
- 8:45am to 2:30pm
- Special education setting for students ages 4–21 with intellectual and developmental disabilities
- High staff-to-student ratio and collaborative team environment
- Includes some physical activity (lifting, walking, transfers, etc.)
- Occasional travel on field trips as needed

Please email your resume, application, and a brief cover letter to:
**Kaylee Simcik, Principal**
Email: ksimcik@johnpauliicenter.org
Subject Line: Student Support LPN Application

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this job. They are not intended to be an exhaustive list of all responsibilities and duties required of staff so classified.

**REVIEWED BY:**

John Paul II Center
SPECIAL LEARNING FOR CHILDREN & ADULTS
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| | |
|---|---|
| Employee Signature | Date |
| Principal Signature | Date |

# DIOCESE OF ALLENTOWN
# P.O. BOX F, ALLENTOWN, PA 18105-1538
# (610) 871-5200

## *APPLICATION FOR EMPLOYMENT*

| Name Last | First | Middle | Today's Date |
|---|---|---|---|
| | | | |

| Address Street | Telephone No. |
|---|---|
| | Mobile:<br>Home: |

| City | State | Zip Code | Email Address |
|---|---|---|---|
| | | | |

(1) Position You are Applying for:

F/T _____ P/T _____ Date you can start: _____

(2) Can you perform the essential functions of the job you are applying for, with or without reasonable accommodations?
____ Yes ____ No

If no, please describe:

If reasonable accommodations are necessary, please describe the accommodations needed:

(3) Are you at least 18 years of age or older (If no, you must present a State of Pennsylvania Work Permit)? ___Yes ___No

(4) Have you previously worked for the Diocese of Allentown? ___ Yes ___ No If YES,
Dates of employment:

Position:

(5) For Driving Jobs **ONLY:** Do you have a valid driver's license? YES_____ NO_____

Have you had your driver's license suspended or revoked in the last three years? YES_____ NO_____

If yes, give details:

(7) Referred by (if applicable):

(8a) Have you ever been convicted of a crime in the nature of a felony or misdemeanor? _____ The term "convicted" includes any conviction resulting from a plea of guilty or nolo contendere (no contest). (Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought). If **YES**, please indicate the date, crime, location and circumstances surrounding the conviction(s).

(9) Are you legally eligible for employment in the United States?

(Proof of Citizenship or Immigration Status will be required upon employment.)

I understand an offer of employment is made conditional upon satisfactory completion of a Pennsylvania State Police Criminal Record check, Pennsylvania Child Abuse History, FBI Criminal Background Fingerprint check and, if applicable, a motor vehicle report.

I understand that this is only an application for employment and is not to be interpreted as a contract.

In compliance with federal and state equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, ancestry, or disability status.

# DIOCESE OF ALLENTOWN

Please complete the following information, if applicable to the position you are applying for:

| School | Name of School | Location (City, State) | Course of Study/Major | Diploma, Degree, Certificate Rec'd |
|---|---|---|---|---|
| High School/GED | | | | |
| College or University | | | | |
| Vocational or Business | | | | |
| Nursing Education | | | | |

| SPECIAL SKILLS AND QUALIFICATIONS FOR THIS POSITION: |
|---|
| |
| |

**Are you currently working? _____ Yes _____ No**

EMPLOYMENT RECORD (List most recent or present first)

| Present and Former Employers | Dates Employed | Position & Duties | Reason for Leaving |
|---|---|---|---|
| Name<br>City/State<br>Supervisor's Name Phone No. | From:<br>To: | | |
| Name<br>City/State<br>Supervisor's Name Phone No. | From:<br>To: | | |
| Name<br>City/State<br>Supervisor's Name Phone No. | From:<br>To: | | |

May we contact your present employer: _____ Yes _____No

PROFESSIONAL REFERENCES

| Name | Company/Organization | City, State | Business Phone |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

I hereby affirm that the information on this application (and accompanying resume, if any) is true and complete. I understand that any false or misleading information, representations, or omissions may disqualify me from further consideration for employment and may result in termination even if discovered at a later date. If hired, I agree to conform to the rules and regulations of the Diocese of Allentown. If hired, I understand that my employment will be on an at-will basis, which means that it can be terminated at any time, with or without cause and with or without notice, at the option of either myself or the Diocese of Allentown.

SIGNATURE OF APPLICANT _____ DATE: _____