

## **Job Description**

### **Position:**

Licensed Vocational Nurse

### **General Description:**

Under the supervision of the director of special education and the school nurse's advisory, the licensed vocational nurse (LVN) will provide medical care to students of all ages with medical needs. The LVN will perform specialized health care procedures, administer medications, provide first aid and other services to meet the needs of the students.

### **Job Goal:**

To insure students receive quality health and wellness care throughout the district.

### **Duties and Responsibilities:**

- Performs physical health care procedures functioning under the Licensed Vocational Nurse (LVN) standards of practice for students requiring specialized medical treatment.
- Provides care in medical emergency situations.
- Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Care Plans, and Individualized Education Plans, 504 Plans or other written plans of care for students.
- Monitors general well-being of students as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury, and provisions of other care as needed.
- Contacts parent/guardians in case of a serious student illness/injury.
- Processes student accident reports per district policy.
- Assists site personnel with pediculosis checks and rechecks.
- Assists the school nurse in mandated screening programs.
- Appropriately documents all nursing assessments, interventions, and student outcomes.
- Refers information regarding medical conditions to the school nurse.
- Assists students with clothing, possessions or personal care such as feeding, washing, toileting, and changing diapers.
- Sanitizes and cleans portable toilets/changing tables and supplies.
- Moves students to/from floor, changing tables, and wheelchairs. Assists in lifting students from wheelchairs and/or adaptive equipment. Pushes wheelchairs and assists with walkers.
- Provides medical supervision to students being transported on school bus/transport service for attending field trips.
- In collaboration with the credentialed school nurse, provides instruction to individual students on health care issues.

- Maintain records, reports, physician orders and other related assigned activities; maintain student health files, immunization records and medical procedure logs as needed, within the student information system.
- Serve as a resource to teachers and administrators.
- Teach health related lessons under the supervision of the classroom teacher.
- Performs other assigned tasks which are reasonable within the scope of duties.

### **Required Skills:**

#### **Ability to:**

- Effectively meet and interact with the public, staff, and students in routine situations which require tact, discretion, and courtesy.
- Competently respond to the first aid needs of injured and ill students and/or staff.
- Work in a flexible manner in a changing work environment.
- Work independently.
- Understand and carry out oral and written instructions.
- Maintain accurate records as required.
- Establish and maintain effective professional relationships with those contacted in the performance of required duties.
- Maintain confidentiality.

#### **Knowledge of:**

- Current LVN standards of practice and techniques.
- Correct English usage, grammar, punctuation and spelling and health and medical terminology.
- District policies, rules and regulations as it pertains to student health matters.

### **Basic Qualifications:**

- Possession of a valid California State License as a Vocational Nurse.
- Equivalent to completion or graduation from an accredited vocational nurses' training program.
- Possess a valid California Driver's license.
- Current adult and child CPR card.
- Experience working with various disabilities, home health nursing in pediatrics, or pediatric nursing within the hospital setting, clinic or physician's office preferred.

### **Physical Requirements:**

The conditions herein 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 job functions.

#### **Ability to:**

- See for the purposes of reading policies and printed material.
- Understand speech at normal levels in person, on the telephone, or on other district communication devices.
- Communicate so others will be able to understand a normal conversation in person or on the telephone.
- Operate necessary office equipment including computers and computer software with dexterity.
- Sufficient mobility to move about the District.
- Sufficient strength to lift 25-50 lbs. or carry and object weighing 25 lbs.
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.

**Working Conditions:**

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. Potential exposure to communicable diseases and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.

**Hours:**

5 hours per day

**Days:**

185 days per year

**Salary:**

Range J on the Classified Salary Schedule. In addition, when called upon to accompany students on field trips, the LVN will be compensated at time and one-half whether during regular working hours or after hours.

**Evaluation:**

Director of Special Education