

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction of an assigned supervisor and under supervision of a Registered Credentialed School Nurse, provides a variety of health services to assigned students including first aid and emergency care; under direction and supervision of a Registered Nurse, performs specialized physical health care procedures and other procedures within scope of practice, for general education and special education students; provides assistance with health care referrals, mandated health screenings, immunization compliance and record-keeping services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the collection of data, monitoring and charting of student behavior; monitors and interacts with students during outdoor, field trips, and other school activities as directed.

Administers immediate first aid and CPR as necessary.

Administers prescribed medications according to physician instructions and established District procedures as directed; monitors student side effects and notifies appropriate personnel and agencies as required.

Administers various tests as directed; scores a variety of tests and record results.

Assists a Licensed Credentialed School Nurse with other health-related activities as directed.

Assists in modifying classroom activities, assignments and/or materials under the direction of the supervising teacher and/or principal for the purpose of supporting and reinforcing classroom objectives.

Assists in monitoring students during assigned periods within a variety of school environments such as lunch, bus stops, playground, field trips, assemblies, cafeteria, classroom, bus transport.

Assists in shaping appropriate student behavior through positive reinforcement and other strategies; redirects inappropriate student behavior according to established District policies, techniques and procedures.

Assists students with performing and developing proper social behavior, personal hygiene and daily self-help skills; assists students with eating activities, mobility assistance and use of adaptive equipment; toilet students, change diapers and soiled clothing as assigned by the position.

Assists with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Assists with reinforcing instruction to individual or small groups of students with special learning needs in a classroom or other learning environment; monitors and oversees student drills, practices and assignments in various subjects.

Communicates with supervising instructional staff and professional support personnel regarding student condition and care.

Escorts students to and from designated locations as directed; pushes students in wheelchairs.

Follows health care plans for children with health issues to meet the health needs of students with chronic health problems and accommodation requirements.

Maintains records of activities relating to the health needs of students with chronic health problems and/or accommodation requirements; maintains health logs, medications, and other records and files related to assigned activities..

Operates a variety of office and classroom equipment including a copier, computer and assigned software; assists students in the operation of a variety of instructional aids, computer assisted instructional programs and other adaptive equipment, assistive devices or mobility related equipment.

Participates in the implementation of behavioral modification program prescribed by the classroom teacher or contained in IEP goals including charting, time out supervision to meet IEP goals and/or district benchmarks.

Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintains a variety of logs and files, including attendance, student records, charts and other related information.

Performs specialized physical health care procedures for students with health needs in compliance with medical orders and under the training and direction of the District Nurse.

Provides classroom support by setting up work areas, bulletin boards, displays; distributes and collects paper, supplies and materials.

Provides a variety of health services to assigned students; examines students for illness, injury and medical emergency; assists in assuring related activities comply with established laws, codes, regulations, policies and procedures and prepare related paperwork as appropriate.

Reports incidents, students with contagious diseases, suspected child abuse, suspected substance abuse, etc. for the purpose of maintaining student personal safety, a positive learning environment and adherence to Education Code, district and/or school policies.

Screens student complaints to report medical conditions; responds to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.

Supports the health and safety of students by following established practices and procedures; cleans and disinfects tools and classroom areas; maintains learning environment in a safe, orderly and clean manner.

Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; assists students with math, reading, writing, letter recognition and word pronunciation; assists students in the operation of a variety of instructional technology.

Utilizes a variety of medical instruments and equipment including thermometers, stethoscopes, blood pressure monitors and other medical devices; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health office and related medical practices, terminology, procedures and equipment.
- General licensed vocational nursing skills, practices and procedures.
- General identification, treatment and resolution of health problems.
- District policies and state regulations concerning immunization of school-aged children.
- General diagnostic methods for illnesses, injuries and medical emergencies.
- Applicable laws, codes, regulations, policies and procedures including HIPPA.
- Safe medication administration and side effects.
- Suspected child abuse or neglect reporting procedures.
- Specialized physical health care procedures.
- Operate a variety of specialized medical equipment.
- Health and safety regulations.
- First aid and CPR methods and procedures.
- Clean and sterile treatment techniques.
- Telephone techniques and etiquette.
- Medical procedures associated with special health care needs.
- Basic anatomy, physiology, and medical terminology.
- Operation of a variety of specialized medical equipment.
- Public health agencies and local health care resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report writing techniques.
- Operation of a variety of office equipment, a computer and assigned software.

ABILITY TO:

- Perform a variety of licensed vocational nursing activities and assessments in support of student health services.
- Prepare and maintain student immunization and health records and files.
- Observe health and safety regulations.
- Operate a variety of specialized medical equipment.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Screen and assess medical conditions of students.
- Administer first aid, CPR and medications according to established procedures.
- Perform specialized physical health care procedures and other procedures within scope of practice.
- Calculate appropriate drug dosage amounts.
- Perform a variety of routine clerical duties.

Plan and organize work.
Work confidentially with discretion.
Lift, reposition and move students safely.
Complete tasks in an environment with constant interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and completion of an accredited vocational nursing program and two years of health care experience.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Licensed Vocational Nurse certificate issued by the California State Board of Vocational Nurse Examiners.
Valid First Aid and CPR certifications issued by an authorized agency.
Valid California Class C Driver's License and evidence of insurability.
Experience with suctioning trachea, gastrostomy-tubes, ventilators, stoma care, and working with individuals with severe medically fragile needs is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.
Pushing or pulling students in wheelchairs.
Lifting, carrying, repositioning students that need assistance.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

3/01/08; 4/25/11, 9/28/17, 2/18/20