

Licensed Vocational Nurse (LVN)

Purpose Statement

The job of Licensed Vocational Nurse (LVN) is done for the purpose of providing specialized health care procedures as defined in the California Code of Regulation, Title V, including but not limited to specialized feeding, dispensing medication, tracheotomy, tube suctioning, catheterization, and diastases; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and regulatory requirements; and assisting health care professionals in conducting prescribed health services.

This job reports to Assigned Supervisor

Essential Functions

- Accompanies student(s) as needed to a variety of school activities for the purpose of ensuring they receive proper care during the instructional day.
- Administers specialized medical treatments for the purpose of providing appropriate care for identified students.
- Performs medical procedures for students authorized for LVNs for the purpose of providing appropriate care for medically fragile students.
- Assists students with essential hygiene needs (e.g. toileting, changing, self-care, etc.) for the purpose of meeting the goals established in students' Individualized Education Programs (IEP's).
- Attends team meetings with School Nurse for the purpose of gathering individualized education information required to perform functions.
- Inventories medicine and supplies for the purpose of ensuring availability of items required for meeting student medical requirements.
- Maintains student health informational records under the direction of a registered nurse for the purpose of providing information in accordance with regulatory requirements.
- Monitors assigned students for the purpose of ensuring their safety and referring to a medical professional for review and services.
- Supports instructional processes for identified students for the purpose of ensuring development of learning, following directions, independently completing daily tasks, and socializing and interacting with peers and the community.
- Researches work-related topics for the purpose of gathering information necessary to the performance of job functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid and prescribed medications; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies; health standards and hazards; office application software; record keeping and record retention practices; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: demonstrating accuracy and attention to detail; adapting to changing work priorities; displaying tact and courtesy; maintaining confidentiality; setting priorities; working as part of a team; working with detailed information; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 75% walking, and 5% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Recent experience working with school aged children and/or children with disabilities, preferably in a school setting.

Education (Minimum): Community college and/or vocational school degree with study in job-related area.

Required Testing

NCLB Compliance/Skills Proficiency Test

Certificates and Licenses

First Aid/CPR Certificate
Licensed Vocational Nurse (LVN) or School Nurse Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range A

Revised Date