

## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### Office of the Personnel Commission

**CLASS TITLE:** LICENSED VOCATIONAL NURSE

**BASIC FUNCTION:**

Under the general direction of the Director of Safety and Student Services, Site Administrator, and regular supervision of a credentialed school nurse, perform a wide range of technical and skilled nursing duties and provide physical care for Pre-K to age 22 students within the scope of practice for a Licensed Vocational Nurse; perform specialized health services for students in regular education and special education programs, provide community based instruction for students, communicate with parents, school sites, and district personnel on health related matters, assist with medical screening of students, disseminate health information, and provide emergency medical care.

**REPRESENTATIVE DUTIES:**

1. Participate in the administration of nursing services described in individual education plans or other written plans of care.
2. Perform specialized health care procedures, including but not limited to glucose testing, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastronomy tube feedings, oxygen therapy, chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag, ileostomy and/or colostomy care, and seizure precautions as needed.
3. Administer medications such as but not limited to Diastat, insulin, Epi-Pens, immunizations and Tuberculin Skin Tests according to physician instructions and established district procedures; administer medications via gastrostomy tube as required. Record medication and treatment given as prescribed by the physician.
4. Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information.
5. Verify that all procedures are provided under specified written provisions approved by a licensed physician and requested by the parent/guardian.
6. Respond to medical emergencies and provide first aid as needed.
7. Assist with maintaining daily logs and medical records including MediCal billing coordination and Medical Assistance Administration (MAA) billing.
8. Provides necessary physical care and emotional support, including assisting students with personal needs, i.e. positioning and ambulation.
9. Participate in various meetings for the purpose of receiving and/or providing information, including required staff meetings and in-service trainings, IEP and 504 meetings, conferences with parents, staff and community.
10. Report adverse medical conditions of students served through coordination and consultations with school nurse and administrators to appropriate staff.
11. Adjust specialized wheelchairs, lifts, walkers, or other orthopedic devices and be able to position or reposition students in such devices. Remove/replace orthopedic braces and/or equipment per student need.
12. Perform patient care as ordered, including, but not limited to, lifting students using lifting equipment; diaper students and assist them in maintaining personal hygiene, dispose of catheterization bags, assist/train students in use of bathroom facilities; assist students in

changing clothing or putting on garments; set up food trays and hand-feed; tube feed as required.

13. Accompany students on district transportation, assist in the loading and unloading of students from buses, and in the transferring of students to and from classroom, activities and events.
14. Performs necessary procedures for diabetic students. Calculate insulin dose, blood sugar and carb ratios. Treat blood sugar highs/lows. Observe diabetic students who self-monitor blood sugar levels and self-administer insulin.
15. Prepare reports for district, county, and state agencies.
16. Observe progress and behavior of students and communicate regularly with other members of the instructional team.
17. Travel to district sites to perform a variety of nursing duties.
18. Maintain orders for daily, as needed and emergency medications. Maintain supplies for health office day to day function.
19. Assist the organization and/or presentation of health-related information and demonstrations to students/staff as approved by the Director of Safety and Student Services District Nurse and school site administrator.
20. Prepare medications and paperwork for students participating in extracurricular activities, the outdoor education program and other educational field trips.
21. Administer first aid and CPR. Take vital signs including temperature, pulse, blood pressure, respiration, height and weight and make appropriate entries on medical/health records.
22. Assist with training staff on specialized healthcare procedures that are ordered by a physician.
23. Assist in planning and implementing suitable learning experiences for students, including the preparation and maintenance of instructional materials.
24. Assist students in learning or using special equipment, in the development and maintenance of appropriate social behaviors, modeling gross motor skills and independent mobility, and in instructional activities.
25. May assist with community-based instruction.
26. Assist in the supervision of students in and out of the classroom setting, including supervising and/or participating in playground activities.
27. Perform a variety of clerical and recordkeeping activities.
28. Perform a variety of custodial duties to maintain the facility in a clean and sanitary manner.
29. Perform other job-related duties as assigned.

## **KNOWLEDGES AND ABILITIES:**

### **KNOWLEDGE OF:**

Nursing care principles and practices pertaining to the scope of practice

Applicable laws, codes, rules and regulations related to assigned nursing activities

Child growth and development principles as they relate to children with disabilities and special needs

Health office practices, terminology, procedures and equipment

Medical symptoms and conditions applicable to school-aged children

Uses and effects of prescribed medications, as well as potential complications

Accepted methods and principles of personal hygiene

Health and safety regulations

First aid and CPR procedures

Confidentiality laws relating to student records

Methods for effective cooperation with district staff, parents, and other adults

Operation of a computer and assigned software  
Record-keeping and report preparation techniques  
Interpersonal skills using tact, patience and courtesy  
Effective verbal, non-verbal, and written communication skills  
Emergency crisis management techniques  
Correct English usage, grammar, spelling, punctuation and vocabulary

**ABILITY TO:**

Provide a variety of specialized health services to students  
Administer prescribed medications according to physician instructions and established District procedures  
Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings  
Screen students for various health and safety concerns  
Compile data and prepare reports  
Train and provide work direction to others  
Learn, apply and explain District health policies  
Perform physically demanding work in lifting, transferring and assisting students  
Make accurate mathematical calculations, such as add, subtract, multiply, and divide  
Perform routine clerical support duties  
Work independently with little direction  
Administer first aid and CPR to students  
Observe health and safety regulations  
Utilize a variety of health instruments and office equipment  
Interpret, apply and explain applicable laws, codes, rules and regulations  
Maintain confidentiality of sensitive and privileged information  
Communicate effectively orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Complete work with many interruptions  
Operate a computer and assigned software  
Prepare and maintain records related to assigned activities  
Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.  
Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

**EDUCATION:**

High School Diploma, GED, or Certificate of Completion and completion of a Licensed Vocational Nursing program approved by the California Board of Vocational Nursing and Psychiatric Technicians and board issued LVN license. A Registered Nurse license may be substituted. BA/BS degree from an accredited college or university is highly desirable.

**EXPERIENCE:**

One year of experience providing physical care to disabled persons or working in a health care service environment.

**POSSESS AND MAINTAIN THE FOLLOWING:**

Valid California Vocational Nurse License – A Registered Nurse license may be substituted.  
Valid First Aid and CPR Certificate

**PHYSICAL DEMANDS:**

Incumbents in this class must be able to stand and sit for extended periods of time; walk, kneel, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 lbs, unassisted, and over 50 lbs with assistance; use both hands and legs simultaneously, reach over head, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, see to read small print and distinguish shades; must speak clearly and hear typical voice conversation; and use a telephone and a computer.

**WORKING CONDITIONS:**

Incumbents in this class work inside and outside, with direct contact with students, staff, and public; work around foul odors, loud noise; work with exposure to bodily fluids, bloodborne pathogens, minor and/or major contagious illnesses; wear gloves; work in negative interpersonal situations (irate students or parents); and work with continuous interruptions and changing priorities; subject to emergency medical situations; noises (e.g. children, music) up to 87 dBa

SALARY RANGE: 66

ADOPTED BY PERSONNEL COMMISSION: April 2, 2025

ADOPTED BY BOARD OF EDUCATION: Pending approval June 10, 2025