

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Licensed Vocational Nurse (LVN)	Reports to:	Administrator/Supervisor
Department:	Health Services	Classification Unit:	Classified
Board Approval:	May 25, 2017	Current Salary Grade:	Range 27
Job Description Approved:	November 12, 2020	FLSA Status:	Non-Exempt
Job Description Revised:	October 20, 2020		

JOB SUMMARY:

Under the general supervision of an Administrator/Supervisor and the direction of the Credentialed School Nurse, perform nursing procedures relating to care and treatment of students with special medical needs. The individual in this position performs Specialized Physical Health Care Procedures and implements student Individualized Health Care Plans throughout the school day to ensure the health and safety of assigned student(s). Work as a team member with the Credentialed School Nurse, school staff, and parent(s) to provide services to assigned student(s), independently.

ESSENTIAL FUNCTIONS:

- Collaborate with Credentialed School Nurse to perform Specialized Physical Health Care Procedures as directed, such as administering emergency medication to students with severe allergic reactions and seizure disorders, monitoring students with diabetes, including checking blood glucose, insulin administration, and insulin pump management.
- Attend to specific details and be precise in applying health care needs, care instructions, and administering medications, handle and treat medically fragile students, and attend to students' physical needs as required.
- Participate as a team member to identify health problems and concerns regarding assigned student(s).
- Foster communication between school staff, parents, and Credentialed School Nurse regarding the care of the assigned student(s), maintain excellent documentation on observation and treatment, and maintain medical confidentiality and integrity of records.
- Provide input for the Individual Health Care Plan to Credentialed School Nurse as needed.
- Assist with school health office needs related to direct student health care.
- Travel with the student from class to class to be available for any health related needs.
- Consult and collaborate with School Nurses/Administrators regarding a variety of issues, including emergency situations, neglect/abuse, assessment needs, and infectious/contagious diseases; assist to resolve immediate safety and health care concerns and minimize infections in accordance with healthcare compliance directives.
- Comply with standard precautions and infection control procedures; maintain appropriate procedures to minimize risk of transmitting contagious and infectious disease.
- Operate a computer and a variety of specialized health service office equipment; ensure medical equipment is calibrated according to established timelines and standards.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Modern medical terminology, equipment, techniques, and application of medical treatment instructions; medication effects and proper administration procedures.
- Proper operation of specialized health assessment instruments.
- Appropriate educational and developmental needs of school age children.
- Special Education mandates, timelines and requirements.
- Accepted methods and principles of personal hygiene.
- Diagnostic methods for medical conditions and diseases.
- Oral and written communication skills and strong interpersonal skills.
- Operation of a computer and assigned software.
- Public health agencies and local health care resources.
- Health and safety regulations, basic first aid and CPR procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Provide specialized assistance in health services for students.
- Conduct physical examinations to assess students' physical condition.
- Administer first aid/CPR as necessary.
- Analyze and respond to stressful medical situations effectively and efficiently and implement the appropriate course of action during routine and emergency situations.
- Organize and prioritize work to meet deadlines, timelines, and schedules; set/adapt to changing work priorities.
- Communicate and work collaboratively with staff, peers, students and parents.
- Advise teachers regarding the needs of students.
- Establish and maintain files, records, and prepare comprehensive reports and maintain confidentiality.
- Relate comfortably in a one-to-one student assignment in a classroom setting.
- Communicate effectively, both orally and in writing.
- Work with detailed information and data.
- Work independently with little direction and under minimal supervision.
- Operate a computer and assigned software.
- Operate a variety of specialized health service equipment.
- Work as part of a team.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: Associate degree or (2) years of college preferred.

Experience: Work as an LVN and six months of working in acute care setting in pediatrics.

Required licenses, certificates, continuing education, training, and other requirements:

- Licensed Vocational Nurse (LVN) or Registered Nurse (RN) in California
- Valid CPR/First Aid certificate issued by an authorized agency.
- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- Experience in a school setting with medically fragile students meeting their medical needs.

WORKING CONDITIONS:

Environment: Classroom and general school campus environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting, kneeling, crouching, walking or standing for extended periods of time.
- Significant dexterity of hands and fingers to provide occupational therapy services and to operate a computer keyboard and testing equipment.
- Occasionally lifting moderately heavy students or objects.
- Use of medium weight tools and materials.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment Proficiency Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- TB Clearance.
- State Mandated Trainings.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.