

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction of Director of Pupil Personnel Services, travel to various school sites within the District and perform a wide variety of nursing duties; perform specialized health procedures on students; conduct hearing screenings; assure compliance with State laws and District policies.

REPRESENTATIVE DUTIES:

Travel to various school sites within the District and perform a wide variety of nursing duties. *E*

Perform specialized health procedures on students according to established protocols; operate specialized medical equipment to perform specialized procedures. *E*

Schedule and conduct hearing screenings at District sites; operate and read an audiometer; explain hearing screening procedures to students; provide for follow-up activities as needed. *E*

Inform teachers of physical or health concerns of pupils. *E*

Maintain health records for students. *E*

Communicate with District personnel and outside organizations to exchange information, refer students, coordinate activities and resolve other health-related issues and concerns. *E*

Assist the credentialed school nurse with health screenings, immunizations, dental and recording procedures; assist the school nurse with special education as requested. *E*

Coordinate ordering of health supplies for District schools; distribute health supplies to schools as needed. *E*

Assist with distributing approved health information.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specialized health procedures and methods.

Modern medical terminology i.e. catheterization, equipment and techniques.

Accepted State testing techniques for hearing screenings.

Interpersonal skills using tact, patience and courtesy.

Public health agencies and local health care resources.

Health and safety regulations.
Operation of specialized medical equipment.
Record-keeping techniques.

ABILITY TO:

Travel to various school sites within the District and perform a wide variety of nursing duties.
Perform specialized health procedures for students according to established protocol and other health related procedures.
Conduct hearing screenings.
Record data and information.
Assist in screening students for vision, dental and immunizations.
Establish files, records, reports and referrals.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of technological advances in the field.
Work independently with little direction.
Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Proof required. Graduation from an accredited Vocational Nurse Training program.

Experience: One year related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
California Audiometrist Certificate.
Valid State license as a Licensed Vocational Nurse.
Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to perform nursing duties.
Dexterity of hands and fingers to operate assigned machines and equipment.
Walking.
Standing for extended periods of time.
Use proper body mechanics.
Bending at the waist, kneeling or crouching.
Carrying, pushing, or pulling to assist students in wheelchairs.

HAZARDS:

Contact with dissatisfied or angry individuals, occasionally parents or staff members.

Contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.

Chemicals including antiseptics and disinfectant.

Revised 6/27/01