

**HAMILTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**JOB TITLE: LICENSED VOCATIONAL NURSE (LVN)**

<b>SALARY RANGE:</b>	Range 14	<b>DIVISION:</b>	Classified
<b>DEPARTMENT:</b>	Site Administration	<b>LOCATION:</b>	Various School Sites
<b>REPORTS TO:</b>	Site Principal	<b>WORK YEAR:</b>	School Days Only + 2 in-service days
<b>APPROVED BY:</b>	Governing Board	<b>DATE:</b>	December 14, 2022

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**SUMMARY:**

Under general supervision from the Glenn County LVN, performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists teacher(s), and other certificated and classified employee(s) in providing aide to children and adult students; performs related duties as required. The duties of this classification include instruction related to health care. When not attending to the specialized health care needs of students, assists certificated and classified employee in providing aide inside and outside the classroom with health care needs, trainings and other essential duties. This classification requires certification as a Licensed Vocational Nurse or a Registered Nurse (or equivalent). Provide first aid and life saving techniques to students without direct nursing supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL POSITIONS:** (May include, but is not limited to the following)

1. Provide specialized health care procedures as the needs of students dictate and as appropriate.
2. Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: limitation care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases.
3. Move students to/from the floor, changing tables and wheelchairs.
4. Assist in lifting students from wheelchairs and/or adaptive equipment.
5. Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.
6. Assist students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
7. Sanitize and clean portable toilets and supplies.
8. Complete accident and follow up reports.
9. Dispense prescribed medication and record medication and treatment given.
10. May provide medical supervision to student being transported on school bus.
11. Provide services and related duties of the health program; i.e., clerical, ordering materials, maintain medical records and informing parents of health status of students.
12. Provide health related instruction to individual or small groups of students and/or staff.
13. Use a variety of study aids and techniques to reinforce skills.
14. Design and prepare bulletin boards, displays of student work, charts, forms or other teaching aids.
15. Participate in behavior management plans.
16. Prepare a variety of instructional materials.
17. Assist with or operate a variety of audio-visual equipment such as DVD players, VCR's, tape recorders, or other learning machines.
18. Organize work areas and assemble learning materials, study aids, supplies, or assignment folders.
19. May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.

20. Provide transportation of students, as needed.
21. Necessary participation in field trips may require extended days for the employee as directed by supervisor.

## **JOB RELATED**

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of/Skill to:**

1. Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
2. Modern office practices, methods and computer equipment.
3. Principles and procedures of record keeping and reporting.
4. Alphabetical, numerical and subject matter filing systems.
5. English usage, spelling, vocabulary, grammar and punctuation.
6. Safe driving principles and practices.
7. Reading, language development, and mathematics equivalent to high school competencies.
8. Operate modern office equipment including computer equipment.
9. Operate a motor vehicle safely.
10. Communicate clearly and accurately, both orally and in writing.

### **Ability to:**

1. Respond appropriately in emergency situations.
2. Read and comprehend medical terms.
3. Remain calm in stressful situations.
4. Understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
5. Adapt to individual needs of teachers and students and work with interruptions.
6. Work harmoniously with students, staff, parents and guardians.
7. Be dependable and punctual.
8. Recognize the first aid and health needs of students and make decisions as to appropriate solutions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: One year experience with students or groups of children or work experience in a medically related field. Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to students, parents, and other employees. Spanish Speaking desired.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Possession of a valid and current LVN or RN license, possession of current

certification in first aid and CPR, possession of a valid California driver's license and safe driving record, pass the District competency test for Instructional Assistants.

**PHYSAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

**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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving from school to school during the day. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.