

Title:	Licensed Vocational Nurse (LVN)	Reports To:	Assigned Administrator	
Department:	Student Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	185	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 41 <input type="checkbox"/> CSEA 860	

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.
- May be called to other sites to meet student's needs (if/when primary student is absent).
- 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.
- Perform related duties within the scope of the job classification as assigned.

QUALIFICATIONS

Knowledge of:

- Modern medical terminology, equipment, techniques, and application of medical treatment instructions; medication effects and proper administration procedures.
- Gastrostomy Tube feedings
- 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:

- Associate degree or (2) years of college preferred.
- Work as an LVN and six months of working in acute care setting in pediatrics.
- Experience in a school setting with medically fragile students meeting their medical needs desired.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	I	Lift/carry 11-25 lbs	I
Squat	F	Lift/carry 26-40 lbs	O
Kneel	F	Lift/carry 41-100 lbs	N
Climb	O	Stand	F
Reach above shoulder	I	Walk	F
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Classroom and general school campus environment.
Potential contact with blood and other bodily fluids.
Potential contact with blood-borne pathogens and communicable diseases.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.