



## Job Description

---

**POSITION TITLE:** Head Start Licensed Vocational Nurse #2424  
Head Start San Joaquin  
Educational Services

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 31

---

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid California Licensed Vocational Nurse registration and current C.P.R. certification. One year of work experience in a LVN position.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Experience in working with children with various disabilities, home health nursing in pediatrics, or pediatric nursing within the hospital setting, clinic, or pediatric physician's office.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possess the knowledge and ability to assist in determining the extent of illness or injury of a child, and the disposition of the ill or injured child; work cooperatively and effectively with students, staff, parents, and personnel from other agencies and community; and utilize current nursing practices and techniques. Knowledge of preventive measures regarding exposure to blood and other body fluids, potential contact with blood-borne and communicable diseases, and chemicals, including antiseptics and disinfectants. Possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of a credentialed school nurse and/or health services administrator or supervisor, assists in the nursing/health care and education of children with physical/mental impairments. Assists the credentialed school nurse in implementing immunization programs, special school clinics, infection control programs, and other health related programs as requested. Assists with parent issues as directed by the credentialed school nurse.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Accept assignments throughout the Head Start and Early Head Start program as requested.
2. Perform specialized physical health care procedures according to established standards of practice such as catheterization, gastrostomy tube feedings, ostomy care, tracheotomy care, suctioning, etc.
3. Maintain health records for students and perform related duties as assigned.
4. Work independently.
5. Prioritize and schedule work.
6. Coordinate ordering of health supplies, and distribute to sites as needed.
7. Maintain confidentiality.
8. Ability to be flexible and receptive to change.
9. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone,
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter, and perform medication/nursing procedures with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in an educational and standard environment, and come in direct contact with SJCOE staff, district staff, and the public.

6/22/2015 final sc