

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Health Technician/LVN

DEPARTMENT/DIVISION: Health Services

POSITION SUMMARY:

Under administration direction of the Coordinator of Health Services and the direct supervision of the school nurses, assists in the care and education of children with physical and/or mental impairments by performing specialized health care procedures and/or other health related duties as assigned. Does related work as required.

ESSENTIAL FUNCTIONS:

1. Takes action in emergency situations and other medical emergencies.
2. Performs clean and/or sterile catheterizations, tracheostomy suctioning, ostomy care.
3. Feeds physically impaired students including gastrostomy tube feedings.
4. Monitors general well-being of children.
5. Helps monitor diabetic students' needs.
6. Assists in a variety of clerical duties, i.e.; preparing testing forms.
7. Helps monitor the immunization status of students.
8. Helps maintain accurate documentation of students' health screening results.
9. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

LVN (Licensed Vocational Nurse) preferred; Possession of valid CPR certificate required. Experience in an education setting preferred, experience working with children with various disability desired, but not required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of modern medical practices and techniques.
2. Knowledge and ability to assist in determining the extent of illness or injyr of a child and disposition of the ill or injured child.
3. Ability to work cooperatively and effectively with studens, staff, parents, personnel from other agencies, and the community.
4. Ability to maintain confidentiality.
5. Ability to be flexible and receptive to change.
6. Ability to enter data into a computer terminal/typewriter.
7. Ability to operate standard office equipment and use a telephone.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

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PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others can understand at normal levels.
5. Stand and/or walk for extended periods of time.
6. Bend, squat, stoop, reach overhead, and grasp.
7. Push/pull up to 50 lbs.
8. Lift and carry up to 50 lbs. at waist height.
9. Manual dexterity to dial a telephone and to utilize medical equipment using both hands.
10. Facility to speak in audible tones so that others may clearly understand instructions in presentations.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and outdoors and come in direct contact with TUSD staff, students and the public.

SALARY: Classified range 39

Board Approved: TUSD 08/08/00