

CLASSIFIED JOB DESCRIPTION

LICENSED VOCATIONAL NURSE

JOB SUMMARY:

Receives general direction from a designated site administrator(s). Technical and functional supervision is provided by a credentialed school nurse. Provides specialized health care for students and LVN-level nursing services. Assists in special education programs for the severely handicapped, and/or works with students who have specific physical needs, and assists in the instruction process and behavior management of students as needed.

ESSENTIAL JOB FUNCTIONS:

- Implements specialized health care procedures, including but not limited to, glucose testing, catheterization, blood pressure monitoring, oral suctioning, tracheostomy care, gastrostomy tube feedings, oxygen therapy chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag if needed, ileostomy and colostomy care, and seizure precautions. Turns medically fragile students and operates and maintains various mechanical apparatus used in caring for students, as necessary, assures that all procedures are provided under specified written provisions approved by physician and requested by parent.
- Responds to medical emergencies and provides first aid to assigned students.
- Reports adverse medical conditions of students served through coordination and consultation with school nurse.
- Records food and fluid intake and output, as appropriate.
- Assists in training designated students in the basic academic and physical skills necessary to care for their individual needs.
- Lifts, moves, and/or diapers students to assist them in maintaining personal hygiene and assists and trains students in use of bathroom facilities.
- Adjusts special equipment such as wheelchairs, lifts, braces, and walkers; positions or repositions students; and assists students in walking.
- Sets up meal trays and assists students with eating.
- Assists students in changing clothing or putting on garments.
- Assists in carrying out behavior modification programs prescribed by the classroom teacher(s) or contained in IEP, including charting, time out supervision, and self-defense.
- Assists teachers in training and instructing students in academic and social skills and assists student(s) with note taking, as necessary.
- Accompanies students to their classrooms; assists in supervising assigned students during playground activities, bus loading and unloading, outings, and other school-related activities; assists handicapped students in entering and existing the bus or from a restricted space on the bus; and may be required to accompany medically fragile students on bus.
- Assists in operating audio-visual equipment, computers, copying machines, and other equipment related to the instructional program.
- Attends and participates, if required, in faculty/staff meetings. May participate, if required, in parent and student conferences and/or IEP meetings.
- Assists in maintaining a neat, orderly, and safe learning environment.
- Administers prescribed medications, as directed; and maintains related records.
- Establishes and maintains effective working relationships.
- May be required to swim with assigned child.
- Maintains confidentiality.
- Handles emergency situations calmly and effectively.

- Performs other duties related to this position.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Knowledge of skilled vocational nursing practices and procedures, including suctioning, stoma care, and appropriate techniques for the physical management and care of medically fragile student; basic arithmetic principles; English usage, spelling, grammar, and punctuation; and routine record keeping principles and practices.
- Ability to provide specialized physical health care for individual students as specified by medical doctor; provide suctioning, tube feeding, and stoma care; recognize varying symptoms which may need further medical diagnosis, investigation, or follow up; follow established policy and procedure for the administration of medications ordered by a physician; follow established infectious control policy and procedure; learn the general purposes and goals of public and special education; learn behavior modification techniques; read, write, and understand the English language; and make simple arithmetical calculations. Recognize limitations of mentally and physically challenged students and encourage their participation in educational and occupational programs and activities; assist the teacher(s) in the supervision of special education students; administer assistance to students requiring personal care in their hygiene and lavatory needs; perform moderate to heavy lifting, as required, in the care of students; learn and utilize standard teaching aids applicable to the instructional program; understand and follow oral and written instructions; communicate effectively, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to exercise professional judgment in providing daily care of students assigned.
- Experience and Training Guidelines: Successful completion of a proficiency test, in basic reading, writing, and mathematics skills, is required as stated in the California Education Code. Passage of the proficiency test and any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Some experience with suctioning trachea, gastrostomy-tubes, ventilators, and stoma care. Some experience working with the severely and profoundly handicapped is desirable.

Training: Equivalent to the completion of the twelfth grade, supplemented by course work necessary to fulfill the Licensed Vocational Nurse requirement and allow for the administration of prescribed medication.

- License or Certificate: Possession of a valid licensure as a Licensed Vocational Nurse in the State of California, including requirement for administration of prescribed medication. Possession of, or ability to obtain, a valid Food Handler's Certificate issued by the San Diego County Department of Health Services and possession of a valid CPR certificate.

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Classified Salary Schedule: Range 30
BOARD APPROVED: 7/13/04
REVISION DATES: 8/17/04
7/17/23
08/09/2023