NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: Licensed Vocational Nurse	FLSA:Non-exempt
Department: Student Services and Support	Salary Grade: Range 15
Reports to: Director or Designee	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Assists teachers and district nurses providing specialized healthcare and instructional support to assigned students. Is required to perform a variety of academic and instructional support as determined by the student's education plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide instructional support, one on one and in small groups, to students as outlined in the students' education plan and as directed by the classroom teacher or special education case manager
- Implement students' education plan goals under the direction of the classroom teacher
- Implement/follow teacher's instructions of classroom procedure; reinforcement, philosophy and consistency
- Coordinate the organization and operational activities for the health office, including the first aid program and the school health program
- Participate in the development and implementation of goals, objectives, policies, and priorities for the site health office, recommend and implement policies and procedures
- Direct, coordinate and provide/perform basic first aid/CPR and assist with student health monitoring; supervise the administration of first aid; recommend changes as appropriate. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- Ensure appropriate record keeping; enforce compliance with laws and regulations
- Physically participate in physical activities that are part of the basic program
- Assist with the development and maintenance of health records and special education records
- Assist with behavior management programs and techniques. Assess special education students requiring direct services of a nurse, prepare health care plans for involved students; perform or supervise the implementation of required specialized healthcare procedures at school or while students are being transported
- Provide specialized healthcare, including but not limited to; catheterization, nebulizer treatment, tracheostomy suctioning, blood glucose monitoring, gastrostomy tube feeding, intravenous medication and infusion and oxygen administration
- Meet the health and academic needs of the student, e.g. assist students with certain hygiene functions including but not limited to toileting, diapering, and feeding, using the appropriate equipment as needed
- Administer prescribed medication following approved protocols, records medication and treatment given
- Comply with school policies/procedures including those applicable to any emergency involving a student

- Assist and instruct pupils in personal hygiene; feeding skills; toileting, tooth brushing and hand washing
- Lift or assist with lifting students from wheelchairs to changing tables or designated areas.
- Provide staff assistance to the Principal; provide information regarding health issues in the schools; make home visits; report health conditions which may affect student progress recommend appropriate actions
- Supervise students in cafeteria, grounds or bus loading
- Sanitize classroom and equipment using approved materials
- May need to travel with student for school related activities
- May be required to work beyond the school day including evening and weekends for field trips and extracurricular events
- Attend and participate in professional group meetings; stay abreast of changes and new developments related to school health and prevention programs
- Perform other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a school health program
- Principles of nursing and public health administration
- First aid practices, procedures, methods and techniques
- Specialized healthcare procedures, including but not limited to; catheterization, nebulizer treatment, tracheostomy suctioning, blood glucose monitoring, gastrostomy tube feeding, intravenous medication and infusion and oxygen administration
- Childhood diseases
- Pertinent Federal, State, and local laws, codes and regulations
- Interpersonal skills using tact, patience, and courtesy
- Supporting students within the curriculum and implementing a student's a personal education plan

Ability to:

- Interpret and explain District policies and procedures related to the school health program
- Maintain student records and relevant health and educational data
- Communicate clearly and concisely, both orally and in writing
- Maintain mental capacity which allows the capability of:
    - Making sound decisions
    - Demonstrating intellectual capabilities
- Provide one on one/small group instruction at the levels necessary for student success using either appropriate grade-level core curriculum or alternative curriculum under the direction of a teacher
- Operate a variety of office equipment including a computer
- Maintain strict confidentiality

PHYSICAL ABILITIES

This position requires:

- Stand, walk, sit, and talk or hear
- Use hands and fingers to handle, or feel objects, tools, or controls and
- Stoop, kneel, crouch or crawl
- Bending at the trunk more than the average person
- Lift or move up to 75 pounds such as to move students and equipment
- Specific vision abilities such as close vision and peripheral vision
- The ability to tell where a sound is coming from and hear in a noisy environment

EDUCATION AND EXPERIENCE

- Must pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher

LICENSE OR CERTIFICATE

- Valid California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License required
- Valid First Aid Card and CPR Certificate required
- CA Drivers License Preferred

Board Approved: August 18, 2021
Range Updated: July 1, 2025 per CBA