

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

LICENSED VOCATIONAL NURSE

DEFINITION

Under the supervision of the School Nurse Coordinator, the Licensed Vocational Nurse performs a wide variety of nursing duties including but not limited to specialized health care procedures. This position may assist in the care of special needs students, including management of student behavior, record keeping, instructional assistance, medical care, classroom organization and interaction with students, support staff, parents and agencies; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

School Nurse Coordinator

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs specialized physical health care services in accordance with Education Code Section 49423.5 under the training and supervision of the School Nurse Coordinator at various school sites (may include gastrostomy tube feeding, urinary catheterization, ostomy, tracheotomy and/or respiratory care).
- Assists School Nurse Coordinator in developing student health care procedures and protocols and assessing classroom environments for safety and hygiene.
- Assesses students for acute and chronic health problems as requested by school staff and School Nurse Coordinator.
- Reports student health concerns to the School Nurse Coordinator.
- Contacts family/agencies to make appropriate referrals as directed by the School Nurse Coordinator.
- Notes health concerns, assessment data and family/agency contacts on appropriate records.
- Records direct student contact for assessment on Medi-Cal billing logs.
- Implement appropriate behavior interventions; including de-escalation techniques.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of an accredited Vocational Nursing Program.
- Minimum of one-year related experience.
- Experience in pediatric healthcare preferred.

Knowledge of:

- Modern medical terminology, equipment and techniques including physical assessment skills and acute and chronic health conditions and medications commonly used for these conditions in the pediatric population.
- Health and safety laws, policies, regulations and rules.

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Skills and Abilities:

- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program/department.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Respond quickly and appropriately to emergency situations.
- Adapt to individual needs of students and work with interruptions.
- Operate specialized medical equipment.
- Conduct a wide variety of vocational nursing duties and perform specialized health procedures according to established procedures and protocols.
- Maintain current knowledge of technological advances in the medical field.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. Potential contact with blood-borne pathogens, communicable diseases, and chemicals (e.g. antiseptics and disinfectant). The employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Provide proof of automobile insurance, if driving personal vehicle for work.
- Valid California Vocational Nurse License
- Crisis Prevention Intervention (CPI) or equivalent Certificate

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025