

SAN YSIDRO SCHOOL DISTRICT

TITLE: Licensed Vocational Nurse
DEPARTMENT: As Assigned
FLSA: Non-Exempt
REVISED: April 2016

REPORTS TO: Site Supervisor
CLASSIFICATION: Classified (10 month)
SALARY: Classified Schedule Steps 13-17
Board Approved: June 23, 2016

BASIC FUNCTION: Under the general direction of the assigned administrator, the Licensed Vocational Nurse (LVN) will receive technical and functional supervision by the District credentialed school nurse. The LVN provides LVN-level nursing services, including specialized health care procedures to any regular or special education students who have prescribed specialized physical health care needs, as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- 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 students.
- Reports adverse medical conditions of students served through coordination and consultation with the district credentialed school nurse.
- Provides assistance to the District credentialed school nurse and/or health clerk at the assigned school(s) as directed by the District credentialed school nurse or the site administrator(s) in accomplishing the computer entry of health data and other health related administrative activities.
- Records data regarding health related activities with students on District approved forms and computer programs as required and appropriate.
- 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 health care needs as directed by the credentialed school nurse.
- Performs minor adjustments on special equipment such as wheelchairs, lifts, braces, and walkers; positions or repositions students; assists students in walking.
- Assists/trains students in hygiene, changing clothing, or putting on garments.
- Accompanies medically fragile students to their classrooms when needed; may assist medically fragile students during playground activities, bus loading and unloading, outings, and other school-related activities; assists disabled students in entering and exiting the bus or from a restricted space on the bus; may be required to accompany medically fragile students on bus.
- Reporting of suspicion of child abuse as required by California statute for mandated reporters.
- Reports required contagious diseases under California statute to the health department.
- Attends and participates in faculty/staff meetings, as needed. May participate, if required, in parent and student conferences and/or I.E.P. meetings.

- Assists in maintaining a neat, orderly, and safe learning environment.
- Attains and maintains training in exposure control and blood borne pathogen as required by OSHA and CALOSHA using the District Exposure Control and Blood Borne Pathogens manual including cleaning and disposal of contaminated supplies/equipment.
- Administers prescribed medications, as directed; maintains related records.
- Exercises professional judgment in providing daily care of students assigned.
- Establishes and maintains effective working relationships.
- Maintains confidentiality.
- Handles emergency situations calmly and effectively.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Licensed Vocational Nurse license issued by the State of California including authorization for administration of medications.
- Current CPR certificate.
- Graduation from High School or equivalent.
- Completion of LVN educational program and continuing education requirements for renewal of license.
- Successful completion of a proficiency test, in basic reading, writing, and mathematics skills, is required as stated in the California Education Code.
- Employment in care of patients with needs for skilled vocational nursing practices and procedures for medically fragile persons.
- Ability to apply routine record keeping principles and practices for health related activities.
- Experience in providing skilled care for medically fragile children.

DESIRED QUALIFICATIONS:

- Bilingual – English and Spanish

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitoring student activities.
- Hearing and speaking to exchange information.
- Lifting and carrying students as assigned by the position.
- Pushing children in wheelchairs as needed.