

Ontario–Montclair School District

CLASS SPECIFICATION Licensed Vocational Nurse (LVN) Range 40

GENERAL PURPOSE

Under general supervision, provides a variety of specialized health care procedures and health services to students with special needs at with large special needs student populations in accordance with state laws and regulations and District policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Licensed Vocational Nurse (LVN) perform a variety of duties in providing of health services and information to students, parents and staff at schools with large special needs student populations, in accordance with established laws, policies and procedures. Incumbents are responsible for providing specialized physical health care services and performing standardized procedures as prescribed by a physician and requested by a student's parent/guardian for students with special needs at an assigned school. Incumbents are also responsible for providing emergency first aid to students who become ill or injured at school, and assisting in the identification, prevention and control of communicable diseases.

Licensed Vocational Nurse (LVN) is distinguished from Health Services Assistant in that incumbents in the former class specialize in regularly performing difficult health and medical care and procedures for students with special needs at other schools with large special needs student populations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Under supervision of a school nurse, assists in providing nursing care and performing specialized health care procedures for special needs students with physical and/or mental disabilities; maintains records of and administers physician-ordered medications to children as directed; performs oral, nasopharynx and tracheostomy suctioning when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around intubation; insertion of tracheotomy tube; performs gastrostomy tube feeding, including care of gastrostomy tube, equipment and skin around intubation; insertion and patency of gastrostomy tube, performs catheterizations and ensures care of colostomy and ileostomy supplies, performs subcutaneous injections, adjuncts and equipment; administers oxygen to students and monitors oxygen levels; maintains daily documentation of specialized physical health care services and procedures; updates and maintains records and parent requests for treatments and services; assists with and performs student personal

hygiene and grooming including toileting and changing diapers and clothes; provides wheelchair attendance service.

2. Administers basic first aid to students who become ill or injured or may require other physical or health care services at school; contacts appropriate authorities and parents as necessary; performs cardiopulmonary resuscitation or other life sustaining efforts according to established guidelines and procedures until paramedics or other medical assistance is available; transports ill or injured students as directed.
3. Administer injections as needed, including but not limited to, immunizations and diabetic management within the scope of practice; administer medication as prescribed by the health care provider.
4. Assists with vision, hearing, scoliosis and dental screening and testing with immunizations; compiles records for nurse referrals to physicians and community agencies; assists in enrolling students and parents in a variety of community-based programs and services; assists students with a variety of health questions as appropriate; provides education and information to parents and students on proper nutrition, hygiene, dress and behavior as needed; compiles and distributes pertinent health literature, forms and health information; sends students home from school in accordance with established procedures as needed.
5. Provides assistance to parents concerning health problems and available resources; provides referrals to parents for health services; compiles records for referrals to physicians and community agencies; provides required follow up; makes home visits; assists in the identification of suspected child abuse, neglect or malnutrition.
6. Prepares, processes, maintains and updates a variety of health services files, records and reports according to established guidelines and procedures; compiles and distributes statistical reports; creates, updates and maintains confidential lists of medical concerns, accident reports, and Medi-Cal logs; log medical procedures and input data into the health information system and adheres to legal requirements and policies and maintains the confidentiality of student information and records
7. Assists in maintaining inventory and orders first aid supplies; provides first aid supplies to students in accordance with established procedures; prepares first aid classroom kits and maintains current school site emergency supplies.

OTHER DUTIES

1. Performs a variety of clerical duties, including filing, checking and recording information and answering phones; assists with routine office tasks in the assigned department or school site.
2. May gather, compile, prepare and organize information for month-end medical billing.

QUALIFICATIONS

Knowledge of:

1. Basic First Aid, CPR and other established health care practices and procedures.

2. Childhood illnesses and diseases.
3. Accepted methods and principles of personal hygiene.
4. District, local and state health and safety regulations applicable to assigned areas of responsibility.
5. Community and medical resources and services available for students and parents.
6. Basic child development milestones, characteristics and associated behaviors.
7. Values, problems and concerns of various cultural groups living in the community.
8. Office administrative practices and procedures, including record keeping.
9. Telephone techniques and etiquette.
10. Computer operations and the use of standard business software.

Ability to:

1. Administer first aid, CPR and specialized health care services in accordance with District policies and procedures.
2. Identify communicable diseases and recognize and effectively respond to emergency and/or hazardous conditions.
3. Learn procedures and operate a variety of special medical equipment.
4. Learn and apply applicable rules, regulations and laws affecting student health and safety.
5. Learn and follow policies and procedures of the school and district health programs.
6. Provide health information to parents, students and staff.
7. Assist students in developing self-help, social and daily living skills, including eating, dressing, toileting and personal grooming.
8. Lift and restrain students according to approved policies and procedures.
9. Exercise good judgment and make quick decisions in accordance with established procedures.
10. Understand and carry out oral and written directions.
11. Operate a computer, using standard business software.
12. Establish and maintain accurate health files, records, reports and referrals.
13. Communicate effectively orally and in writing with students, parents and staff.
14. Interact effectively with parents of diverse backgrounds, experiences and interests.
15. Maintain confidential student health information and records.

16. Exercise patience, tact, courtesy and concern for the feelings of children and adults in difficult and sometimes stressful situations.
17. Establish and maintain effective working relationships with students, teachers, administrators, parents and others encountered in the course of work.
18. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and completion of approved coursework for certification as a licensed vocational nurse; and at least one year of experience working with special education children in an organized setting; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Possession of a valid California Vocational Nurse license.

Possession of a Standard Red Cross First Aid Certificate.

Possession of a Cardiopulmonary Resuscitation Certificate.

Successful completion of a District health training program may be required.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Ability to use a personal vehicle and be willing to drive in performance of their work.

Some assignments may require the ability to speak and write in a designated second language.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employees is required to lift, carry, push and/or pull objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information, directions, prescriptions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District administrators, faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical school office conditions, and the noise level is moderately quiet.

Board Approval 10/21/21

