

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: LICENSED VOCATIONAL NURSE (LVN)

Classification:	Classified	Work Year:	185 days
Department:	Educational Services	Board Approval:	August 23, 2012
Reports To:	Assistant Superintendent – Educational Services		
Salary Range:	Classified Salary Schedule, Range 27		

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent – Educational Services, the Licensed Vocational Nurse (LVN) will provide medical care to students of all ages with medical needs. The LVN will perform specialized health care procedures, administer medications, provide first aid and complete other tasks delegated by the Assistant Superintendent – Educational Services.

REPRESENTATIVE DUTIES:

- Performs specialized physical health care procedures functioning under the Licensed Vocational Nurse (LVN) standards of practice including, but not limited to, catheterization, gastrostomy tube feedings, ostomy care, tracheostomy care, suctioning, first aid, medication administration, and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
- Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.
- Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Care Plans, Individualized Education Plans or other written plans of care for students.
- Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury, and provision of other care as needed.
- Assists in the administration of prescription and over-the-counter medications as needed per DCJESD policies and procedures, and monitors students for any unexpected, abnormal or allergic reactions to medication.
- Contacts parent/guardian in case of student illness/injury.
- Files health materials and records, prepares records, periodic and special reports, completes accident reports, screens students for compliance with immunization laws, assists in alerting parents of needed immunizations and maintains communication until records are provided.
- Appropriately documents all nursing assessments, interventions and student outcomes.
- Assists in mandated screening programs.
- Refers information regarding medical conditions to School Nurse.
- Participates in follow-up of students with vision, hearing, dental needs, scoliosis or other health issues.
- Prepares accident reports and follow-up reporting.
- Assists students with clothing, possessions or personal care such as feeding, washing, toileting and changing diapers.
- Sanitizes and cleans portable toilets and supplies.
- Moves students to/from floor, changing tables and wheelchairs. Assists in lifting students from wheelchairs and/or adaptive equipment. Pushes wheelchairs and assists with walkers.
- May provide medical supervision to students being transported on school bus/transport service.
- Works to identify and eliminate unsafe or unhealthful school and/or work area conditions.
- All other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Equivalent to completion or graduation from an accredited vocational nurses training program;
- An Associate of Arts Degree;
- One year of work experience in an LVN position desired;
- Experience working with children with various disabilities, home health nursing in pediatrics, or pediatric nursing within the hospital setting clinic or physician's office preferred;
- Experience in carbohydrate counting for diabetic insulin care, catheterization procedures, tube feedings and other specialized health care services strongly preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California State License as a Vocational Nurse;
- Valid California automobile driver's license and evidence of insurability;
- Current adult and child CPR card;
- Current first aid card;
- TB Clearance;
- Department of Justice fingerprint clearance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current LVN standards of practice and techniques;
- Preventive measures regarding exposure to blood and other body fluids, potential contact with bloodborne and communicable diseases and chemicals, including antiseptics and disinfectants;
- Appropriate handling of clerical procedures and office machines; computers and word processors; correct English usage, grammar, punctuation and spelling, and health and medical terminology;
- District policies, rules and regulations.

ABILITY TO:

- Be flexible and receptive to change;
- Work independently;
- Maintain confidentiality;
- Work in a flexible manner in a changing work environment;
- Competently respond to the first aid needs of injured and ill students and/or staff;
- Present a professional appearance, a calm and pleasant manner in person or by phone, and enjoy working with and being patient with children and adults;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Understand and carry out oral and written instructions;
- Maintain accurate written records as required.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and/or school environment;
- Noise level is usually moderate;
- Standing for moderate to long periods of time;
- Exposure to infection is a greater risk than average;
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL ABILITIES:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone, office, and media equipment;
- Sufficient mobility to move about the District and drive a car;
- Sufficient strength to lift 25 - 50 lbs. or carry object weighing over 25 lbs;
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.