

LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction and supervision of the assigned administrator, and the technical guidance of a Credentialed School Nurse, perform specialized health services for students in regular education and special education programs. Independently provides a variety of health services to students at an assigned school facility; maintains health records, referrals and reports; administers routine first-aid and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health-related services as required; and perform specialized health care services. Communicate with parents, school sites, and district personnel on health-related matters.

ESSENTIAL DUTIES:

Performs routine first-aid procedures and screens ill or injured children in accordance with established procedures; informs the Credentialed School Nurse and/or calls parents if necessary.

Participate in the administration of health services described in individual education plans or other written plans of care.

Reports serious illnesses and/or injuries to the Credentialed School Nurse and Principal or other designated school official.

Based upon the physician's written orders, training and direction of a Credentialed School Nurse, and parental consent, an incumbent may be assigned to perform specialized health care procedures including but not limited to, monitoring blood sugars of diabetic students, tracheotomy care, catheterization, and gastrostomy tube (G-tube) feeding.

Assist students with toileting and feminine hygiene as needed.

Appropriately document and maintain health records.

Observe and engage in student activities as requested.

In emergency situations, administer First Aid, CPR, and, AED, and call emergency services as needed.

Drives to various school sites across the district to respond to emergency student health concerns at sites and support staff within a swift response time.

Administers prescribed or stock medications as allowable by the Education Code. The following routes include but are not limited to, oral, injected, inhaled, rectal, topical, nasal, and/or ocular.

Prepare and submit reports in a timely manner as required by the State, County, and District.

Maintain professional competence through continuing education coursework or experience.

Access and update health information in the District's computerized records management system.

Performs a variety of routine office and clerical duties, including but not limited to, maintaining files, duplicating materials, and preparing a variety of reports, queries, correspondence, forms, notices, and referrals.

Reports suspected child abuse based on mandated reporting laws.

Maintains health care room and equipment in a clean and orderly condition.

Maintain and document students' daily health office visits.

Maintain in real-time student health records and logs.

OTHER REPRESENTATIVE DUTIES

Inventories, requisitions, and distribute health office and health care supplies as needed.

Provides community resources to students and families as needed.

Serves as a resource for services, and provides information and assistance to students, parents, and others, as requested or required.

May participate in health conferences with parents, staff, and community resources as directed by the Credentialed School Nurse.

May ride to and from school on the bus with a student as required.

May travel to various school sites to perform a variety of health services.

Attend meetings and trainings as needed or as directed.

Assist with equipment for students with disabilities.

Support in the school office as needed.

Perform other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from a designated administrator.
(2) Receives technical guidance from a Credentialed School Nurse.

Internal Contacts: (1) Continuous contact with students and staff.

External Contacts: (1) Continuous contact with children, parents, guardians, families and/or representatives of the District community.

(2) Some contact with employees of the Orange County Health Care Agency, Department of Social Services and doctors' offices.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations relating to the role of the LVN.

Laws and codes related to the administration of school health services.

First-aid techniques.

CPR and AED techniques and medical terminology.

The operation of computer software.

Record-keeping procedures.

Proper grammar, spelling, punctuation, and vocabulary.

Appropriate oral and written communication skills.

Telephone techniques and etiquette.

ABILITY TO:

Administer first-aid, CPR and AED to ill or injured students.

Be flexible and remain calm in emergency situations.

Analyze situations accurately and adopt an effective course of action.

Attend trainings and learn to perform specialized health care procedures.

Learn, understand, and implement District health policies and procedures.

Work confidentially, and with discretion, in regard to school records, student health care, and school correspondence.

Establish and maintain effective working relationships with others.

Establish and maintain files, records, reports, and referrals.

Operate office equipment, including related software and applications.

Utilize the District's computerized records management systems.

Plan, organize, and prioritize tasks despite many interruptions.

Read, interpret, and follow established rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Maintain assigned working hours and meet timelines.

Perform work independently with minimal supervision.

Administer prescribed or stock medications as allowable by the Education Code. The following routes include but are not limited to, oral, injected, inhaled, rectal, topical, nasal, and/or ocular.

Perform specialized health procedures such as, monitoring blood sugars of diabetic students, tracheotomy care, catheterization, and gastrostomy tube (G-tube) feeding.

Assist students with disabilities in areas related to activities of daily function such as feeding, toileting, exercises, and positioning.

Interact with students, parents, staff and community in a professional manner.

Lift and move students safely.

Push and pull wheelchairs or other equipment.

EDUCATION AND EXPERIENCE:

1. Graduation from high school or its equivalent.

And

2. One (1) year of general clerical working experience; with an employment history which demonstrates an ability to work well with others, use sound judgment, and maintain assigned working hours.

Some experience in health care work is desirable.

LICENSES AND OTHER REQUIREMENTS:

Licensed Vocational Nurse Certificate
Current CPR Certificate
Current First Aid Certificate
California Driver License

Certification will be updated and maintained.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to sit.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally push and pull.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Occasionally lift and/or move objects weighing up to 60 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

PREPARED BY:	Classified Human Resources	DATE:05/2013
APPROVED BY;	Personnel Commission	DATE:06/04/2013
APPROVED BY:	Board of Trustees	DATE:08/0 8/2013
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