

Sunnyvale School District
Position Title: Licensed Vocational Nurse (LVN)

Work days/month: 211 days / 11 months

Salary: [Range # 42](#)

Basic Functions:

Under the direction of the District Nurse, the Licensed Vocational Nurse performs specialized physical health care services for students; administers medications, performs specialized physical health care procedures, provides first aid and emergency care, assists the District Nurse with case management and follow-up services, conducts health screenings, and maintains student health records. Provide healthcare services according to physician orders, District policies, the California Nurse Practice Act, California Education Code, and applicable laws and regulations.

Essential Duties & Responsibilities:

1. Maintain a healthy and safe school environment for students and staff.
2. Provide a variety of licensed nursing services for students; assess, document and respond to student health concerns; determine appropriate action within the scope of licensure and District protocols; maintain related health records using computerized systems.
3. Provide specialized physical healthcare procedures as authorized by physician orders and directed by the District Nurse, including but not limited to diabetes care, tube feeding, ostomy care, catheterizations, and toileting or diapering.
4. Respond to emergency situations by following CPR and First Aid guidelines and administering assigned or stock emergency medications as appropriate. Notify the District Nurse, administrator, parents, or emergency medical personnel as appropriate.
5. Monitor students with acute and chronic health conditions; observe, document, and report changes in student health status to the District Nurse.
6. Assist the District Nurse with case management activities, including communicating with families, health care providers, school staff, and community agencies regarding student health needs, treatment plans, referrals, and follow-up care.
7. Coordinate, schedule, conduct, and document state-required vision and hearing screenings; assist with other health screening programs as assigned; prepare reports and follow-up notices.
8. Assist with referral follow-up for vision, hearing, immunization, oral health, medical, behavioral health, and other health concerns; communicate with families regarding recommended evaluations and services and maintain appropriate documentation.
9. Identify students needing immunizations and Oral Health Assessments; maintain updated health records; send follow-up notices to parents; assist the District Nurse with compliance activities.
10. Prepare, maintain, and update confidential student health records, medication records, emergency information, screening records, referrals, correspondence, reports, and other health-related files.
11. Process health records for newly enrolled students; review health documentation for completeness and compliance with State requirements.
12. Maintain work space in a clean, orderly, and safe condition.
13. Maintain health office inventory and order supplies as needed.
14. Follow universal precautions, infection control procedures and safety rules to minimize the transmission of communicable diseases.
15. Assist with communicable disease control and implementation of public health directives as assigned.
16. Communicate effectively with students, parents/guardians, staff, health care providers, and community agencies regarding student health needs.
17. Attend and participate in meetings, professional development, and training related to assigned responsibilities.
18. Travel between District school sites as assigned.
19. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
20. Perform other related duties as requested by the supervisor.

Knowledge:

1. Health and safety regulations.
2. Principles and practices of vocational nursing.
3. Current school health office practices, medical terminology, procedures, and equipment.

4. Specialized physical health care procedures performed in the school setting.
5. Medication administration and documentation requirements.
6. First aid methods and procedures, CPR, AED use, and emergency response procedures.
7. Universal precautions, infection control practices, and communicable disease prevention.
8. Child growth and development and common pediatric health conditions.
9. Operation electronic health record systems.
10. Record-keeping and report preparation techniques.
11. Applicable sections of the California Education Code, California Nurse Practice Act, and other applicable laws, regulations, and District policies.
12. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
13. Basic computer skills including email and district applications.

Abilities:

1. Provide skilled nursing care within the scope of Licensed Vocational Nurse licensure.
2. Administer medications and specialized physical health care procedures according to physician orders, District protocols, and applicable laws.
3. Assess student health concerns and respond effectively and appropriately to emergency situations.
4. Recognize changes in student health status and communicate concerns promptly to the District Nurse.
5. Interpret and apply applicable laws, codes, regulations, policies, and procedures.
6. Maintain accurate and detailed records.
7. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.
8. Work cooperatively with diverse staff, students, and community.
9. Communicate professionally and clearly both verbally and in writing.
10. Complete tasks accurately in an environment with constant interruptions.
11. Establish and maintain cooperative and effective working relationships with students, parents/guardians, staff, health care providers, and community agencies.
12. Follow verbal and written instructions with minimal supervision and use good judgment.
13. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.

Education and Experience:

1. Possess a high school diploma.
2. An AS degree in Vocational Nursing from an accredited college or university.
3. One year of experience providing nursing services to school-aged children is desirable.
4. Bilingual in Spanish is desirable.

Required Licenses & Certificates:

1. Current California Licensed Vocational Nurse (LVN) license.
2. Current Adult/Child/Infant/ AED CPR (ARC or AHA aligned) or Basic Life Support (BLS) certification for Healthcare Providers.
3. A valid driver's license.
4. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

1. Environment:

- a. School health office and school campus environment.
- b. Driving a vehicle to conduct work.
- c. Visit various school sites and departments as needed.
- d. Constant interruptions.
- e. Must be able to function in an office environment engaged in work of primarily a sedentary nature
- f. Outdoor environment when required.

- g. Occasional interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

- a. Dexterity of hands and fingers to operate a computer keyboard, medical equipment and perform nursing procedures.
- b. Visual acuity to read a variety of materials in both print and digital formats.
- c. Auditory ability to exchange information.
- d. Sitting/standing for extended periods.
- e. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- f. Engage in sometimes strenuous activities with students including running, using stairs, lifting, weight shifting, and positioning as needed.
- g. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

3. Hazards:

- a. Potential for contact with blood and other body fluids.
- b. Potential exposure to bloodborne pathogens and communicable diseases.
- c. Exposure to emergency medical situations and students with acute or chronic medical conditions.
- d. Abusive and potentially harmful outbursts from students.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).