

Southern Kern Unified School District Position Description

Position Title: **Licensed Vocational Nurse**
Department: Special Education
Reports To: Coordinator, Special Education
Prepared By: Staff

Date: June 24, 2009

SUMMARY: Under the direction of the classroom teacher, provide specialized physical health care services as required; plan, assess and administer student health care safely within the LVN Practice Act under the direction of a credentialed school nurse and under physicians' orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Works cooperatively with District Nurse, teachers and administration.
- Implements specialized health care procedures, including but not limited to, blood sugar testing, catheterization, blood pressure, oral suction, gastrostomy tube feedings, colostomy and/or ileostomy care. Administers first aid, prescribed medications and treatments to student(s) according to Physicians orders and under the direction of the District Nurse.
- Supervises students at play, during emergency drills, and on field trips for the purpose of ensuring student safety.
- Transports students, assisting them into and out of motor vehicles for the purpose of ensuring student safety. Including riding on the bus to transport student to and from school.
- Maintains routine records for the purpose of providing written support and/or conveying information related to both instruction and specialized physical health care procedures.
- Attends meetings (e.g. staff, parent/teacher) for the purpose of conveying and/or gathering information required to perform instructional and health care functions.
- Attends staff in-services and seeks appropriate educational opportunities. Receives direct and indirect supervision from the School Nurse regarding health related training.
- Reports or corrects unsafe conditions for the purpose of ensuring a safe environment.
- Performs a variety of housekeeping duties such as laundry and general cleanup for the purpose of maintaining health and safety of the students.
- Assists with personal hygiene, feeding of students, toileting procedures, and handling of biohazards for the purpose of ensuring the health and safety of students and staff, following Universal Precautions at all times.
- Provides an example to students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment.
- Lifts or assists with lifting students from wheelchairs to changing tables or designated areas.
- Assists students with braces and other mechanical apparatus, which may require lifting and the moving the student(s).
- Administers specialized physical health care procedures to designated students.

SKILLS and ABILITIES:

- Skills and abilities in Vocational Nursing, First Aid, CPR, administration of medications, performing specialized health care procedures, hazardous waste management and record keeping and reporting.
- Universal health care precautions and how to implement precautions.
- Proper handling of hazardous materials.
- Skills to empathize with the needs of special education students.
- Handle emergency situations calmly and effectively.
- React with flexibility, patience, and sensitivity to changing situations and needs of students.
- Make accurate, simple computations
- Carry out oral and written instructions

- Make appropriate decisions on a timely basis
- Basic computer application
- Maintain cooperative relationships
- Knowledge of proper English usage
- General early childhood development
- Record keeping techniques
- Appropriate safety precautions and hygiene standards
- Basic needs and requirements of students in the assigned program
- Abilities to understand and carry out oral and written instructions.
- Ability to maintain confidentiality of student records.
- Ability to structure time effectively, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, and rapidly learn methods and materials used in a variety of situations.

SUPERVISORY RESPONSIBILITIES:

- Assigned student(s)

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Education: High School diploma or equivalent is required; A.A. degree is preferable, but will not be considered for preferential treatment in scoring; completion of Licensed Vocational Nurses Training Program.

Experience: Successful interaction with children in a classroom or other structured setting, preferably with students with disabilities; graduation from an accredited Vocational Nurses Training Program and/or Nursing program. One year related experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Vocational Nurse License, TB test clearance, Criminal Justice Fingerprint Clearance, if required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability.
- A current certificate of proficiency in First Aid and cardiopulmonary resuscitation (CPR).
- If assigned to a class where physical restraints are used, the employee will receive training in the appropriate techniques.

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls, climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and/or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where sounds are coming from and hear in a noisy environment.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.