

STOCKTON UNIFIED SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE (LVN)

BASIC FUNCTION:

Under the direction of the Health Services Administrator or designee, provide a variety of specialized health care services to all students; assist in meeting the special needs of assigned students, including but not limited to, providing therapy, feeding, toileting, positioning and monitoring a variety of health conditions in addition to administering prescribed medications.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)*

Provide a variety of specialized health care for all students requiring health related accommodations; including but not limited to, administer nebulizer treatments; monitor peak flow meter readings, catheterization, oral suctioning and tube feedings. (E)

Assist in meeting the special health related needs of assigned students, including but not limited to positioning and monitoring health conditions; assist with range-of-motion exercises. (E)

Lift students in and out of wheelchairs, braces and other orthopedic equipment; position pupils and provide various forms of personal care such as toileting and diapering, dressing, undressing, bathing and grooming. (E)

Assist students with severe eating problems and monitor self-feeding students; take appropriate action when students have difficulty while eating. (E)

Perform routine first aid, specialized health care procedures and CPR; maintain daily documentation of specialized physical health care services and procedures; administer prescribed medications according to physician instructions and established District procedures as directed. (E)

Provide assistance and support for implementation of Student Health Care Plans under the direction of the School Nurse. (E)

Provide a variety of health care services to students such as but not limited to, bandaging, taking temperatures, blood pressure readings checking for rashes or infections and monitoring of a variety of health related problems. (E)

Licensed Vocational Nurse (LVN) Continued

Operate a variety of medical equipment such as but not limited to suction machines, catheterization equipment, feeding tubes, wheelchairs and walkers. (*E*)

Maintain work area in a safe, clean and orderly condition.

Maintain routine records and student files.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Assist in the loading and unloading of buses.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Specialized health care procedures for all students requiring a health related accommodation. Health related problems and concerns of the pediatric population.
- Operation of medical equipment including but not limited to, suction machines, catheterization equipment, feeding tubes, wheelchairs and walkers.
- Basic medical terms and procedures.
- Basic medication administration and related procedures.
- Applicable laws, codes, regulations, policies and procedures.
- First aid and CPR procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Provide a variety of specialized health care services for all students needing a health related accommodation.
- Assist in meeting the special needs of assigned students, including but not limited to, feeding, toileting, positioning and monitoring health conditions.
- Demonstrate an understanding, patient and receptive attitude toward children.
- Operate a variety of medical equipment such as suction machines, catheterization equipment, feeding tubes, wheelchairs and walkers.
- Respond appropriately and effectively in emergency situations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Administer first aid and CPR.

Licensed Vocational Nurse (LVN) Continued

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Observe health and safety regulations.
- Work confidentially with discretion.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school supplemented by sixty semester units of college-level course work in nursing, health care or a related field and two years of clinical experience preferred. Valid registration as a Licensed Vocational Nurse in the State of California

Licenses and Other Requirements:

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid registration as a Licensed Vocational Nurse in the State of California

Valid California Driver's License and use of own vehicle

WORKING CONDITIONS:

Itinerant assignments

ENVIRONMENT:

Schools, busses and grounds.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate medical equipment.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Lift and move students as assigned by the position.
- Frequent bending at the waist, kneel or crouch to assist students.
- Reach overhead, above the shoulders and horizontally to retrieve supplies.

Licensed Vocational Nurse (LVN) Continued

- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift up to 40 lbs to table height with assistance.
- Occasionally lift up to 150 lbs to table height with assistance.
- Occasionally lift up to 50 lbs to table height.
- Walk for extended distances.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

SALARY PLACEMENT

CSEA

Range 50 (\$22.91 – 27.86)

206 Days Per Year

CSEA Approval: 05/16/16

Personnel Sub: 06/07/16

Board Approval: 06/14/16