

Enterprise Elementary School District Job Description

Job Title: Licensed Vocational Nurse - LVN (Classified Position)
Department: Health Services
Reports To: Director of Special Education
Range: G
Prepared By: Human Resources Department
Prepared Date: August 28, 2014
Approved By: Board of Education
Approved Date: October 1, 2014

DEFINITION - Under the supervision of the Director of Special Education and/or designee, the Licensed Vocational Nurse performs specialized physical health care services for students; in coordination with the School Nurse or other support staff identifies and reports specific health problems; travel to various school sites to perform a wide variety of nursing duties; prepare and maintain a variety of health records; maintain a healthy and safe environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Perform suctioning, blood sugar testing, catheterizations, drip and tube feeding administration
- Provide toilet assistance and/or change diapers
- Operate specialized medical equipment and instruments in the assessment and treatment of individuals
- Administer medications and/or monitor after administration as ordered by physician. This may include, but is not limited to, rectal medications such as Diastat ®
- Assist with Diabetes School Management which includes, but is not limited to, glucose monitoring, carbohydrate counting, insulin and/or glucagon administration.
- Apply first aid as needed
- Assess and assist students with seizures
- Check for head lice, skin abnormalities and other conditions
- Obtain vital signs
- Maintain a healthy and safe environment for students and staff
- Provide information to appropriate staff, students and parents regarding safety issues and other health-related matters
- Prepare and maintain records, reports, doctor orders and parental consents related to assigned activities
- Assists in maintaining and initiating student health and other related records
- May assist the District Nurse(s) in state mandated physical health screenings
- Respond to emergencies, evaluate condition of students and provide health instruction and care as needed
- Discuss student's health with parents and arrange for transportation as needed
- Communicate with District Office, school personnel and outside organizations to exchange information, refer students, report suspected child abuse, coordinate activities and resolve other health-related issues and concerns
- Assure cleanliness and sanitary conditions of medical instruments and offices
- Travel to various school sites within the District
- Attend a variety of meetings to maintain current knowledge of the medical laws, rules, regulations and technological advancements in the field of medicine
- Provide supervision of student(s)
- Perform other related duties as assigned

Enterprise Elementary School District Job Description

QUALIFICATIONS - 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. Must provide a reliable private vehicle in order to perform each essential duty when assigned to multiple school sites.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); one-year job related experience.

LANGUAGE SKILLS - Read and interpret documents such as medical notes, reports, files and referrals. Write routine reports and correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Director of Special Education and/or designee in the specific duties as outlined above.

MATHEMATICAL SKILLS - Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.

CERTIFICATES, LICENSES, REGISTRATIONS - Current valid California State License as a Licensed Vocational Nurse; valid CPR/BLS and First aid Certificate; valid California Driver's License.

OTHER SKILLS AND ABILITIES - Required to perform multiple, medical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Required to operate standard medical and office equipment including a computer; using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records. Required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership; adapting to changing work priorities; communicating with diverse groups; displaying medical aptitude; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

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 talk and hear. The employee is occasionally sitting; frequently required to stand; walk; use hands and fingers to touch, handle, or feel objects, tools, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 30 pounds, occasionally lift, move, push, and/or pull up to 50 pounds and occasionally lift 50 lbs. or greater with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Enterprise Elementary School District
Job Description**

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.

While performing the duties of this job, the employee is frequently exposed to medications, chemicals, sharp objects, communicable diseases and viruses, bacteria and biological hazards; short exposures to extreme temperatures, risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.

 CSEA President	<u>11-24-14</u> Date
 Superintendent	<u>10/1/14</u> Date
 Board Approval (Clerk)	<u>10/1/14</u> Date

W 9/2/14
PB 9/2/14
UMS 9/2/14
D 9/2/14
PR 9/2/14
AD 9/2/14
LRR 09/02/14
CSEA, LRR