



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

| <b>LICENSED VOCATIONAL NURSE (LVN)</b> |  |                         |                            |
|--|--|-------------------------|----------------------------|
| <b>DEPARTMENT/SITE:</b>                | Nursing and Health Services / Itinerant  | <b>SALARY SCHEDULE:</b> | Classified Bargaining Unit |
|  |  | <b>SALARY RANGE:</b>    | 27 per 2023-2024 Schedule  |
|  |  | <b>WORK YEAR:</b>       | 11 OR 12 Months (Varies)   |
| <b>REPORTS TO:</b>                     | Coordinator, Nursing and Health Services | <b>FLSA:</b>            | Non-Exempt                 |

### **BASIC FUNCTION:**

Under the direction of the Coordinator, Nursing and Health Services and professional oversight from the Credentialed School Nurse (CSN), provide a variety of health services to students at assigned school sites; perform student specialized health procedures to students who are medically fragile and/or at risk of life threatening incidents; complete required health documentation and state mandated reports in accordance with applicable laws and regulations; administer basic first aid and screen ill or injured students in accordance with applicable rules and regulations; prepare and maintain student health records. The incumbents in this classification assist in providing students with health and nursing services which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Provide specialized health care procedures including urinary catheterization, caring of colostomies, blood glucose testing, tube feeding, emergency medication administration, tracheostomy care, suctioning, administration of oxygen, insulin administration, and other procedures as needed; lift, position or move students according to established procedures as needed.

Administer basic first aid to students and staff as appropriate; screen student complaints relating to medical conditions; take and record temperatures; provide ice packs and bandages; prepare student accident reports; provide emergency medical care in the event of serious illnesses or accidents and follow applicable District emergency procedures.

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations, and related information; communicate with physician when requested by Registered Nurse or School Nurse to clarify orders; update physician orders in medication binder.

Receive and review new students' cumulative folders for appropriate immunizations, dental exams and physical requirements as required by the State; establish and maintain student health records and health history; maintain health records in cumulative folders and electronic health records.

Gather and monitor student immunization records; review immunization records to determine compliance with State laws and requirements; send notices to parents regarding immunization expiration; follow up on conditional admissions; maintain related files, records, and binders.

Assist School Nurse or Registered Nurse as directed; maintain student health records and student health profile; maintain health records in cumulative folders; contact other schools/physicians to request health

records; record health screening results and assist with coordination of Nursing and Health Services programs.

Assist with coordinating vision, hearing, and various other screening tests and clinics for students as appropriate; maintain related records.

Perform first aid and triage procedures in emergency situations and notify School Nurse or Registered Nurse, administrator, parents, physicians, or paramedics as necessary; assist with maintaining the emergency/disaster plan and related supplies; follow District emergency procedures.

Operate specialized and other standard health care instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a personal vehicle to various school sites to conduct work.

Communicate with personnel, students, parents, and various outside agencies to exchange information and resolve issues or concerns; refer major concerns to the School Nurse or Registered Nurse as appropriate.

Assist in implementing Individualized Education Program (IEP), Individualized Healthcare Plan (IHP), Emergency Care Plan (ECP), and 504 Plan objectives; assist in recording appropriate data.

Follow and assist in the enforcement of the Nursing and Health Services Medication Procedure; assist with communicable disease control and assist in the enforcement of the Nursing and Health Services Communicable Disease Procedure.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Specialized and standard health care practices, terminology, procedures, and equipment.

Regular and special education methods and procedures involved in working with children's special health care needs.

Child abuse reporting and related regulations.

Applicable laws, rules, and regulations related to assigned activities.

Health, medical, and safety regulations, methods, and terminology.

Applicable state and federal laws, codes, regulations, policies, and procedures including those related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Family Educational Rights and Privacy Act (FERPA).

Basic First Aid, Basic Life Support (BLS), and CPR/AED procedures.

Clean and sterile treatment techniques.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Successfully complete annual student health procedure skills lab according to standards of practice.  
Provide a variety of specialized health care procedures to students who are medically fragile and/or at risk of life-threatening episodes.  
Screen students for various health and safety concerns.  
Administer First Aid, Basic Life Support (BLS), and CPR/AED, and maintain current certifications.  
Work well with students with specialized health care needs and their teachers.  
Read and understand physician orders and maintain medication record keeping.  
Prepare and maintain student health records.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Respond effectively and appropriately to emergency situations.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Follow District and Health Services procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Complete work with many interruptions.  
Operate a computer and assigned software.  
Work confidentially with discretion.  
Lift and maneuver students as needed.  
Travel between sites as needed and directed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school; graduation from an accredited school of nursing certifying clinical competence as a Licensed Vocational Nurse, and experience providing health services to children is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a current, valid, and unencumbered California Licensed Vocational Nurse License.  
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR), Basic Life Support (BLS), Automated External Defibrillator (AED), and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR, BLS, AED, and First Aid.  
Valid California Driver's License and ability to maintain eligibility for automobile insurance.  
Travel between sites is required when directed.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Itinerant - schedule determined by assigned administrator and adapted on a day-to-day basis in collaboration with School Nurse or Registered Nurse to meet the needs of the students and school sites.  
Driving a vehicle to various sites to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate medical equipment.  
Hearing and speaking to exchange information.  
Regularly lift and/or move students as assigned by the position.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials and screen student health conditions.  
Physical agility, mental alertness, and sound professional judgment to respond to medical emergencies.

**HAZARDS:**

Exposure to communicable diseases, blood-borne pathogens, and bodily fluids.  
May be exposed to occasional verbal and physical violence from angry students acting out.  
Potential for sharps injuries.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 10/90; Rev. 11/93; Rev. 8/97;  
Reallocated and retitled-Health Care Technician (Ewing) PC, GB: 6/12;  
Retitled from Health Care Specialist, PC, GB: 09/21  
Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24