



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION LICENSED VOCATIONAL NURSE (LVN)

DEFINITION:

Under general supervision of the School Nurse Supervisor, professionally represent and carry out the program vision and expectations. Perform a variety of technical and clerical duties in support of the supervisor.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Provide specialized health care services to meet the medical and physical needs of students. Services may include, but are not limited to; catheterization, suctioning, colostomy care, oxygen administration, dispensing medications, cardiopulmonary resuscitation and first aid.
- Compile and maintain accurate health records, reports, and files.
- Communicate effectively, both orally and in writing, and maintain good relationships with students, parents, and instructional staff.
- Provide student health education assistance, as directed by the teacher or nurse as time permits when not providing direct health care services.
- Follow accepted principles, practices, rules and regulations regarding feeding, toileting, lifting, and caring for special education students.
- Perform other duties as assigned requiring essentially the same abilities, skills, and responsibilities when work requirements are changed or modified.
- An Itinerant position will be required to drive frequently for department business.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of twelfth grade.
- LVN License.
- Experience working with children highly desirable.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Current medical services including catheterization, suctioning, colostomy care, oxygen administration, dispensing medications, cardiopulmonary resuscitation and first aid.
- Modern office practices, procedures, and equipment.
- Basic record keeping techniques.
- Oral and written communication skills.
- Operation of computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Apply appropriate English usage, punctuation, spelling, and grammar.
- Lift or assist in lifting students and medical or instructional equipment.
- Exercise good judgment and stability required in minor and major first aid accidents.
- Quickly assess situations and work on a priority basis.



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Official: ND
Effective: 10/24/19

- Use a computer to keep student records and create working lists from the database and type at a level necessary for expected job performance.
- Write legibly and make neat entries on permanent records.
- Communicate orally.
- Learn the procedures and policies of the school health program.
- Obtain the cooperation of children and adults.
- Learn and implement medical procedures (ie: g-tube feedings, catheterizations, suctioning, etc.) as directed by School Health Consultant.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Dexterity and physical condition to maintain a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 80 pounds and meet standards of physical and mental health.
- Moderate to high stress level.
- Ability to see and read, ability to hear and understand speech at normal levels; ability to communicate so others can clearly understand normal conversation.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>March 2, 2015</u>	Revised: <u>October 24, 2019</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u><i>October 24, 2019</i></u>	