

WEST COVINA UNIFIED SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE

Brief Description of Position:

Under the direction of the assigned supervisor, perform specialized health services for students in regular education and special education programs; communicate with parents, school site, and district personnel on health related matters; assist with medical screening of students, disseminate health information, provide emergency medical care, and perform related duties

Directly Responsible to:

Appropriately assigned supervisor

Major Duties and Responsibilities:

1. Performs specialized health services to students including but not limited to toileting assistance, catheterization, gavage feeding, ostomy care and suctioning, monitoring students on oxygen and ventilators
2. Maintain health records
3. Provide emergency medical care in the event of serious illness or accident
4. Administer medication as appropriate pursuant to physician's instructions and District protocols
5. Coordinate necessary health conferences with parents, staff, and community resources
6. Prepare reports for district, county, and state agencies
7. Reproduce a variety of instructional media materials as requested
8. Administer medication as appropriate
9. Assist student to develop self-control and self-esteem
10. Maintain professional competence through continuing education course work or experience
11. May lift disabled students in and out of holding or locomotive devices and on and off buses
12. May make minor adjustments on special equipment, such as wheel chairs, crutches, braces, standing tables, and gurneys
13. Perform related duties as assigned

Knowledge of:

- Needs of medically fragile students
- Correct medical procedures for specialized health needs
- Motivation techniques for atypical students

- General goals of special education in the public schools
- Simple record keeping
- Confidentiality law relating to student records
- Emergency medical treatment
- Clinical and health office apparatus
- Laws and codes related to the administration of health services
- Community health resources
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills

Ability to:

- Perform specialized health procedures
- Supervise students
- Identify, assess, monitor, treat, and evaluate the physical and mental health of students recognizing when to notify the District Nurse of conditions that may require additional intervention
- Interact with students, parents, and staff in a patient, warm, friendly manner
- Communicate clearly and effectively verbally and in writing
- Deal with stressful situations in a calm, professional manner
- Be flexible in scheduling workload
- Assist disabled student in area related to activities of daily function such as feeding, toileting, exercises, and positioning
- Lift and move students safely
- Bend, kneel, stoop, and crawl
- Push and pull wheelchairs
- Dispense medication pursuant to physician's instructions
- Observe health and safety regulations and reporting requirements
- Work effectively with constant interruptions
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Physical stamina sufficient to sit, stand, or walk for prolonged periods of time
- Mobility to traverse all areas of the work site
- Manual dexterity sufficient to provide medical treatments, write and use business machines
- Lift object weighing up to 25 pounds
- Meet schedules and timelines
- Plan and organize work

Experience and Education:

High school diploma or evidence of equivalent educational proficiency; one year experience in a nursing or medical service program, including some clerical and/or record keeping experience; evidence of continuing education in the medical field; work experience with school-age children is highly desirable

License/Other Requirements:

- Must possess of valid California Driver's License during course of employment; must be insurable at standard rates and maintain such insurability during the course of employment;
- An automobile used in the course of work that meets the current legal requirements for vehicle operation in the State of California, including proof of insurance
- A current DMV driving report is required prior to employment
- A current California Licensed Vocational Nurse or Registered Nurse License
- A current First Aid Certificate
- A current CPR Certificate

Working Conditions:

School site and District office environment; during emergency situations, would be required to attend to the injured party either indoors or outside; subject to lifting, bending, pushing and carrying

Salary range: 24

Adopted: October 2010