

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

LICENSED VOCATIONAL NURSE

DEFINITION

Under supervision, 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.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs specialized health services to students including but not limited to toileting assistance, catheterization, gavage feeding, ostomy care, and suctioning.
2. Maintains health records.
3. Provides emergency medical care in the event of serious illness or accident.
4. Dispenses medication pursuant to physician's instructions.
5. Coordinates necessary health conferences with parents, staff, and community resources.
6. Prepares reports for District, county, and state agencies.
7. Orders and maintains supplies for school health office.
8. Assists in maintaining a neat, clean, orderly health office.
9. Provides support and act as resources for all schools and District staff.
10. Administers medication as appropriate.
11. Assists student to develop self-control and self-esteem, assists in health clinics, assists in the development of health related newsletters for staff and community.
12. Provides appropriate health related training for school and volunteer staff.
13. Maintains professional competence through continuing education course work or experience.
14. Assists in providing appropriate health instruction to students.
15. Performs other related duties as required.

QUALIFICATIONS

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 laws 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.

Ability to:

Perform specialized health procedures; supervise students; interact with students, parents, staff, and community 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; lift and move students safely; push and pull wheelchairs; dispense medication pursuant to physician's instructions; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and successful nursing experience in a hospital, clinic, or school environment; previous experience in dealing with preschool and school age children.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Possession of an *active and valid* Licensed Vocational Nurse Certificate.

Possession of a current First Aid and CPR Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a school setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to safely assist in student positioning; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

10/98

Revised 9/03;4/06;7/07;3/12