



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

LICENSED VOCATIONAL NURSE (LVN)

DEPARTMENT/SITE: SCHOOL SITE

REPORTS TO: DISTRICT NURSE OR SITE
PRINCIPAL

SUPERVISED BY: SITE PRINCIPAL

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 45

WORK YEAR: 10 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: June 18, 2025

JOB GOAL/PURPOSE:

Under the supervision and direction of a District Nurse or Site Principal, to assess and provide first aid care to ill and/or injured students and staff while supporting all health programs in the school office, classroom, parent groups, and community. The incumbents in this classification provide the school community with health-related activities, good health practices, and safe health-related practices, which directly support student learning.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other health-related classes by responsibility for administering first aid, medication and specialized medical treatments as ordered by a physician, performing health care procedures, and to assess situations involving students' safety.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Administer first aid, medication, prescription, non-prescription, and specialized medical treatment as ordered by a physician to provide appropriate care for ill, medically fragile and/or injured children; track expired medications.
- Assess situations involving students' safety, abuse and other health-related issues in order to identify problems, refer for proper treatment and comply with legal requirements.
- Receive and screen ill or injured students or staff; determines the possible nature of the illness or injury; and provides first aid or refers to District Nurse, doctor, parents and others as required by established District policies and procedures.
- Respond to urgent calls to care for ill or injured students at various locations throughout the campus.
- Notify Site Principal or Designee of all emergency and catastrophic situations that may be potentially life threatening to an injured or ill student.
- Perform specialized health procedures including, but not limited to diabetic care, catheterization, diapering, colostomy care, g-tube feeding and suctioning, or other procedures (e.g., EpiPen).

- Implement specialized health care procedures (e.g., EpiPen, catheterization, respiratory treatments, blood sugar testing, blood pressure, oral suction, gastrostomy tube feedings, drug screening, seizure procedures, turning and lifting routines, assistive apparatus, etc.) in order to address students' health needs and/or implement health care directions from parents and/or physicians.
- Receive, organize, distribute and provide follow-up information related to student Individual Health Service Plans, Individual Education Plans (IEP), or other designated student health plans.
- Prepare student accident reports; maintain health related records and log the results of hearing, vision, dental screenings, and physical examinations mandated by the state requirements.
- Contact parents, doctors and/or District Nurse regarding accidents or illness.
- Collaborate with parents, students, health care providers, and/or other agencies for promoting needed treatment, securing information and complying with legal requirements.
- Conduct primary evaluations of ill or injured students (e.g. interviewing, physical assessments, etc.) to meet immediate health care needs and/or maintain compliance with county health department requirements and/or District policies.
- Refer students requiring further medical attention provide access and continuity of health care for students.
- Report suspected child abuse and communicable diseases to District nurse and appropriate agencies.
- Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) to maintain students' personal safety, a positive learning environment and adherence to Education Code, District and/or school policies.
- Report students with contagious diseases to local public health authorities to minimize infection and comply with legal requirements.
- Maintain health care records (e.g., electronic health and emergency data, mandated screening, medication authorization slips, vision and hearing screening results, communicable diseases, student emergency cards, confidential health lists, medical reports, immunization records,,, etc.) to ensure compliance with established regulations.
- Prepare written materials (e.g. health charts, special reports, health advisory lists, notices, billings, etc.) to document activities, provide written support and/or convey information.
- Assist students and parents in locating agencies that can help them with health and wellness issues.
- Attend meetings as assigned to convey and/or receive information.
- Maintain the health office in a clean, orderly, and safe condition; maintain budget for emergency provisions and supplies; order first aid supplies and necessary materials for record keeping and testing.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Advanced first aid and emergency medical treatment for ill and injured students, and students experiencing severe medical conditions
- District rules and regulations, policies and procedures pertaining to student health
- Health standards and hazards; safety practices and procedures; administration of medications
- Various specialized health care procedures and techniques; hazardous waste management; pertinent codes, regulations, policies and/or laws
- Record keeping and reporting procedures

Skills:

- Operate standard office equipment including using pertinent software applications
- Adhere to safety practices; administer first aid and medications; handle hazardous materials; operate medical equipment

- Prepare and maintain accurate records

Ability to:

- Analyze situations accurately and adopt an effective course of action
- Communicate effectively in oral and written form;
- Evaluate and assess student illness or emergency medical situations and determine an appropriate course of action
- Observe confidentiality at all times
- Maintain a positive attitude and professional demeanor
- Effectively perform catheterization processes, tube feeding, seizure management, administration of Diastat, glucose testing, insulin and glucagon administration and respiratory procedures with students with special needs
- Establish and maintain a variety of files and accurate records
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with staff, students and parents
- Read, write and understand the English language
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a role model for students in appearance and attitude
- Interpersonal skills including use of tact, patience and courtesy

EDUCATION REQUIRED:

High School diploma supplemented by coursework in health-related studies.

EXPERIENCE REQUIRED:

Voluntary or paid experience in working with children is desirable.

LICENSE(S) REQUIRED:

- Valid State of California License of Vocational Nursing.

CERTIFICATIONS AND TESTING REQUIRED:

- Must possess and maintain current First Aid Certificate, CPR Certificate, and AED Certification.
- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - o Criminal Justice and FBI Fingerprint Clearance
 - o Pre-employment physical exam at District's expense
 - o Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- School site and office environment
- Hearing and speaking to exchange information
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting or standing for extended periods of time
- Exerting 50 lbs. of force to lift, carry, push, pull, or move children or objects
- Dexterity of hands and fingers to perform first aid and CPR

- Contact with blood and other body fluids, potential for contact with bloodborne pathogens and communicable diseases, chemicals including antiseptics and disinfectants, biomedical waste/hazards, contact with potentially violent students