

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Licensed Vocational Nurse (LVN)

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the management of the Director of Educational Services and general oversight of the Credentialed School Nurse, to work in a classroom and/or health office setting as dictated by student medical needs; to perform first aid and provide a variety of specialized health care services for designated students; to assist a teacher (s) or other certificated staff in providing curriculum instruction to students a; and do related work as required.

SUPERVISOR: Director of Educational Services or Designee

TYPICAL DUTIES:

1. Utilizes current nursing practices and functions under the Licensed Vocational Nurse scope of practice
2. Accept assignments throughout the Special Education and General Education program as requested.
3. Works in a classroom and/or health office setting as dictated by student medical needs.
4. Perform specialized physical health care procedures according to established standards of practice such as catheterization, gastrostomy tube feedings, ostomy care, tracheotomy care, suctioning, Diabetic care and management, etc.
5. Performs medication administration (including via G-Tube) in accordance with state laws and District policies and procedures
6. Maintain necessary records and reports related to student accidents, illnesses, medications and other related information; enters information into the student information system and health files as needed.
7. Responds appropriately and effectively in emergency situations by performing first aid and administering CPR to students requiring emergency treatment; assists students experiencing medical conditions such as seizures, respiratory problems, anaphylactic shock, insulin shock and other medical emergencies,
8. Work cooperatively and effectively with students, staff, parents, and personnel from other agencies and community organizations.
9. Travels to various school sites within the District to assess student illness or injury and provide a variety of routine health care services

10. Screens students for proper immunizations; alerts and maintains communication with parents of needed immunizations; assures immunization records comply with state laws.
11. May assist Credentialed School Nurse with the scheduling of hearing and vision testing, and dental checks.
12. Conducts routine clerical duties including but not limited to answering incoming calls, parent communication, composing correspondence, completing reports, operating a variety of office and health equipment.
13. Assists the Credentialed School Nurse and his/her designee in the performance of their duties.
14. Performs School-Based Medi-Cal Administration Activities (S-MAA) billing
15. All other duties as assigned.

EDUCATION, EXPERIENCE & REQUIREMENTS

- Possess a valid California Licensed Vocational Nurse certification
- Current CPR/First Aid certification.
- Six months of work experience in an LVN position.
- Bilingual in English/Spanish is desirable.
- TB test clearance.
- Criminal Justice Fingerprint clearance
- Valid California Driver's License

EMPLOYMENT STANDARDS

Knowledge of:

- Current nursing practices and techniques;
- Modern medical terminology, equipment and techniques;
- General concepts of child development and characteristics of students with special needs
- Universal health care precautions
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary;

Ability to:

- Prioritize and schedule work;
- Maintain confidentiality;
- Work independently with minimal supervision;
- Ability to be flexible and receptive to change;

- Understand and communicate effectively in both oral and written form;
- Perform basic office functions, and operate standard office equipment;
- Possess the Interpersonal skills and develop cooperative working relationships to relate to parents, students, staff, and general public

MEDICAL CATEGORY I

- May be required to lift, carry, and move students in or out of wheelchairs;
- May be required to lift 50 lbs. or up to 100 lbs. with assistance and/or carry any object weighing up to 25 lbs.;

Board Approved August 17, 2022