



POSITION DESCRIPTION

Title: Licensed Vocational Nurse/Instructional Assistant	
Department: Special Services	FLSA Classification: Non-Exempt
Bargaining Unit: CSEA 75	Work Year: School Year
Reports to: Director of Special Services	Board Approval Date: TBD

Salary Grade: Range 30, CSEA 75 Salary Schedule

Primary Function:

The Licensed Vocational Nurse / Instructional Assistant provides specialized health care services to students, including medically fragile or profoundly disabled students; administers first aid, dispenses prescribed medication to students, including injections to diabetic students, and performs other health related functions; maintains health records and orders health supplies; promotes the health of children; and performs other related duties as assigned under the direct or indirect guidance and supervision of a Credentialed School Nurse (CSN) in school environments which include regular and Special Education school sites. When not performing the above functions, this position may serve as a classroom Special Education Assistant-Severely Handicapped

Essential Job Functions include, but are not limited to the following:

- Performs or assists the CSN with basic nursing care, personal care, and protocols including but not limited to blood pressure monitoring, catheterization, diabetic care gastrostomy care and medication, oxygen administration, respiratory assistance with inhaler, and tracheostomy care.
- Assists students with severe medical conditions to ensure that medical symptoms are dealt with appropriately and effectively.
- Ensures all specialized health care procedures are provided under specified written authorization approved by an authorized health care provider and school nurse with parent's written consent.
- Administer medication prescribed by a student's health care provider according to instructions and district policy and as directed by the CSN.
- Follows emergency health care plans as designated by the school nurse, parent and authorized health care provider (e.g. asthma plan).
- Participates in IEP, 504, and SST meetings as appropriate.
- Prepare, maintain and update a variety of student records, logs, reports and files related to health, emergency information, immunization, medications, health office visits, illnesses, screenings, accidents, health absences, medical issues and assigned activities.
- Compiles, assembles and verifies student health information; prepares, processes and assures accuracy and completeness of various health forms and paperwork; contacts parents to request additional forms, healthcare provider/physician's notes, and other documents and information as needed.
- Inputs a variety of student health data and other information into an assigned computer system; maintains automated records and files; generates computerized lists and reports as requested.
- Consults with school nurse regarding first aid and emergency care of assigned students.

- Implements one on one care for students as directed by the CSN.
- Serves as a liaison and coordinate health services and related communications and information between the CSN, students, parents and staff; follows up on health issues to assure student needs are being met.
- Assist students with physical and health needs during field trips.
- Ensures equipment is clean and in good working condition.
- Assist with the transportation of students using appropriate safety guidelines and equipment.
- Assists and/or feed students.
- Identify health problems and concerns regarding students.
- Assists teachers in conducting lessons and other classroom activities.
- Works with students in small groups, or on a one-to-one basis to reinforce basic skills or to supplement classroom work
- Under direction of certificated staff, phone or make personal contact with parents, other teachers and agencies regarding student progress.
- Under direction of certificated staff, maintain discipline in the classroom while supervising students during teacher's prep period and lunch period.

MINIMUM QUALIFICATIONS

Education and Experience

- Any combination of training and experience provides the required knowledge and abilities to perform the job. Work experience may be substituted at management's discretion and other recognized job related training may be accepted.
- Education: High School Diploma or GED, and graduation from an accredited school of vocational nursing.
- Experience: One (1) year working as a Licensed Vocational Nurse in a clinic, medical, or student health facility.

Knowledge of:

- Emergency first aid and CPR Certification
- Proper use and care of medical materials, supplies, and equipment
- Principles, methods, and procedures for diagnosis, treatment and rehabilitation of human injuries, diseases, and deformities
- Educational and developmental needs of children
- HIPPA, FERPA, and mandated reporting requirements

Licenses/Certifications:

- Valid California Driver's License
- Criminal Justice/Fingerprint clearance
- TB clearance
- First Aid and CPR certification
- Valid State of California License of Vocational Nurse (LVN)
- Catheterization and blood borne pathogen training may be required and provided by the District

Abilities and Skills

- Perform emergency first aid
- Recognize communicable diseases
- Operate medical equipment using a variety of standardized methods

- Perform basic math, including calculations with fractions, percents, and ratios
- Administer medications according to written prescriptions, protocols, and physician's instructions
- Understand and follow complex multi-step written and oral instructions
- Learn, understand and apply district policies, procedures and rules
- Prepare and maintain student immunization and health records and files
- Compile and verify data and prepare reports
- Understand and follow oral and written instructions
- Meet schedules and time lines
- Observe health and safety regulations
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned software
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner
- Reason and act decisively under stressful and/or emergency situations
- Work independently with minimal supervision.
- Ability to assist with instructional activities in a classroom;
- learn the procedures, functions, limitations of assigned Special Education Assistant duties;
- Understand the needs of severely handicapped students;

Physical Abilities

- The physical demands described her are representative of those that must be met by an employee to successfully perform the essential duties of this classification.
- Mobility: frequent sitting and standing; occasional walking, bending, kneeling, and stooping; reaching overhead, above shoulders and horizontally.
- Lifting: up to 25 pounds; occasionally up to 50 pounds.
- Vision: constant use of overall vision and daily computer use.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.