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<b>Position:</b>	LVN/RN	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Nursing Services	<b>Salary Grade:</b>	29
<b>Reports to/Evaluated by:</b>	Director of Nursing Services Site School Nurse	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

The LVN/RN in the educational setting provides nursing and other health related services to meet the needs of students, and to support families, staff and sites. The LVN/RN may be assigned to a site health office or special education classroom or Children’s Health Center and is cross trained as needed.

**DISTINGUISHING CAREER FEATURES**

Work environment may vary between school health office, special education classroom, and other district sites; potential out of town activities; may be required to work an irregular schedule; potential exposure to and contact with bloodborne pathogens and communicable diseases. Recommended immunizations must be current.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides for emergency care, administer prescribed medications, and perform prescribed procedures in a timely manner as outlined by the California Department of Education and in the scope of practice of the State Licensing Board to meet the needs of students and sites; consult with medical professionals regarding student medical care as needed.
- Provides specialized physical health care services in a timely manner to deliver professional services to students and sites; services may include but not be limited to catherization, tube feeding, tracheostomy care, ventilators, and other procedures as outlined in the guidelines of the California Department of Education and in the scope of practice of the State Licensing Board under the supervision of a credentialed School Nurse or as ordered by the healthcare provider.
- Administer injections as needed, including but not limited to, immunizations and diabetic management within the scope of practice; administer medication as prescribed by the health care provider.
- Assists in initiating and maintaining confidential health and other related records and reports; including student health records, accident reports, and Medi-Cal logs; log medical procedures and input data into the health information system.
- Assist in the classroom in meeting personal and other needs of the individual or group of students as directed in support of students achieving their personal best.
- Helps maintain a positive school health environment through open communication and effective human relations by establishing collaborative relations with a diverse range of individuals.

- Adheres to schedules and timelines to meet the needs of students, staff and sites.
- Perform related duties as assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Basic nursing skills to care for chronically ill or medically fragile children. Proper methods of reporting health problems and concerns according to established guidelines. Emergency care and protocol. Current office practices, procedures, and equipment. Interpersonal skills using tact, patience, and courtesy. Accurate record keeping and filing. Proper English usage, grammar, spelling, punctuation, and vocabulary. Basic health equipment and instruments. Health Information Privacy Act and regulations. Medical terminology.

**Abilities:** Use and understand medical terminology. Work confidentially with discretion. Provide specialized physical health care services and other nursing or related services. Observe legal and defensive driving practices. Prepare and maintain accurate records. Learn and apply appropriate care and procedures related to chronically ill, medically fragile, or injured students or students with specialized physical health care services. Establish and maintain cooperative and effective working relationships with a diverse range of people. Communicate, understand, and follow both oral and written directions effectively. Plan, organize and meet schedules and timelines. Learn new or updated computer systems and programs to apply to current work. Communicate using patience and courtesy in a manner that reflects positively on the organization. Apply integrity and trust in all situations. Actively participate in meeting District goals and outcomes. Learn District organization, operations, policies, objectives, and goals.

**Physical Abilities:** Sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve; kneeling or crouching; dexterity to provide health care procedures; hearing and speaking to exchange information in person or on the telephone and provide assistance to students; seeing to read fine print; lifting moderately heavy objects.

**Education and Experience:** Experience in a clinical setting; with medically fragile children desirable.

**Licenses and Certificates:** Possession of a valid California LVN or RN license, valid CPR and First Aid Certification and valid California Driver's license.