



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 22-2022/23  
 DATED 10/19/2022

<b><u>LICENSED VOCATIONAL NURSE</u></b>	
<b>DEPARTMENT/SITE:</b> Health Services or School Site  <b>REPORTS TO:</b> Coordinator of Health Services	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 38 <b>WORK CALENDAR:</b> 201 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the clinical supervision of the Health Services Coordinator and or the Registered Nurse, the Licensed Vocational Nurse assists in the implementation of the district school health program and provides direct services to meet the needs of the students and staff. The incumbents in this classification provide the school community with quality health services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 Positions in this class provide higher level nursing services under the monitoring of the school nurse. Incumbents collaborate with other school site professionals to coordinate service to students. The class is differentiated from the Health Assistant which is an entry level provider of basic health services for students.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Administers medication to students according to board policy and district procedures.
- Collaborates with other professionals (e.g., psychologist, teacher, principal) regarding implementation of health-related Individual Education Plan (IEP).
- Communicates with parents, regarding individual students as directed by the school nurse (RN) or as otherwise required.
- Communicates with the district nurse, teacher, and/or principal any observed medical conditions of students.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including accurate, updated records on all students.
- Educates faculty or staff as needed on health-related topics as directed by the school nurse (RN).
- Follows care plans established by the school nurse (RN) or medical doctor’s orders; contribute to and implement the individualized student health care plans as established by the school nurse (RN).
- Implements specialized health care procedures (e.g., blood sugar testing, insulin administration, catheterization, blood pressure, oral suction, gastrostomy tube feedings, seizure procedures, turning and lifting routines, assistive apparatus) for the purpose of addressing student’s health needs.
- Maintains accurate student health records, including immunizations records, medication administration records, and individual student treatment records.
- Performs COVID testing as required; completes manifest process to ensure samples are processed properly.
- Provides direct care to injured or ill students for minor or emergency issues utilizing school health

protocols.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Administration of medications
- Performing specialized health care procedures and techniques
- Detecting signs and symptoms of child abuse
- Infection control procedures
- Hazardous waste management
- Record keeping and reporting
- Universal health precautions
- Computer usage, including basic PC/Apple applications

### **Skills and Abilities to:**

- Exercise judgment in dealing with emergencies and special health needs
- Handle emergency situations calmly and effectively
- Use discretion in handling confidential records
- Establish and maintain effective relationships with students, parents, staff and other health care professionals and the general public
- Work as part of a team

## **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information, and/or advising others.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High school diploma or equivalent.

### **EXPERIENCE REQUIRED:**

One (1) to two (2) years of nursing experience, preferably working in a school or Pediatrics Care environment.

### **LICENSE(S) REQUIRED:**

- Valid State of California Vocational Nursing Licenses (Maintain required certificates and licenses)
- Valid, current California Driver's License

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- CPR/First aid certificate
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

- Pre-employment physical exam B through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving/driving from school to school during the day
- Requires sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling of light to moderate weight objects such as boxes of supplies, files, equipment, and occasionally lifting heavier students from a wheelchair
- Stooping, kneeling, crouching, and/or crawling
- Manual dexterity to handle objects and operate a computer keyboard