CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: LVN/RN
FLSA: Exempt

Department/Site: Special Education/Nursing
Salary Grade: 121

Reports to/Evaluated by: Director of Nursing Services
Salary Schedule: Classified
Site School Nurse

SUMMARY

The LVN/RN in the educational setting provides nursing and other health related services to students with medical needs by supporting them during their school day so that they are able to attend school. Assists the School Nurse with the maintenance of health records, referrals and reports and assists the teacher in the management of classroom activities.

DISTINGUISHING CAREER FEATURES

Provides specialized physical health care services in a classroom setting, on field trips and/or on a bus. Services may include: medication administration, seizure monitoring, catheterization, gastric tube feeding, assisted oral feeding, toileting/diaper changing, physical movement, tracheotomy care, ventilator monitoring, 1:1 supervision, etc., based on each individual student’s need. Willingness to be flexible to assignment changes and irregular work schedule, and be able to travel locally within Clovis USD. Position is subject to potential exposure to communicable diseases and infectious bodily fluids and, therefore, recommended immunizations must be up-to-date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for emergency care of children and school personnel when illness or accidents occur at school in accordance with approved procedures established by the Fresno County Department of Public Health, Emergency First Aid Guidelines for California Schools, and the California School Nurse Organization.

- Collaborates with the School Nurse on medication/treatment orders as ordered by physician, provides required medication/treatment for multiple students and adheres to schedules while performing other health related duties as directed.

- Provides medically ordered specialized physical healthcare services as outlined in The Green Book: Guidelines for the Administration of Specialized Healthcare Services in California School (California School Nurses Organization - CSNO), Children and Youth Assisted by Medical Technology in Educational Settings Guidelines for Care, and within the scope of the California licensing board.

- Assists in initiating and maintaining health and other related records.

- Assists the School Nurse in physical screening and other appraisal evaluations.

- Assists in the school classroom setting in meeting the needs of the students and supervising classroom staff to assure safety of the students at all times.
• Helps maintain a positive school health environment through open communication and teamwork.

• Adheres to schedules and performs other health related duties as directed.

QUALIFICATIONS

Knowledge and Skills: Competent nursing skills and ability to administer care for the medically fragile or severely disabled child; ability to recognize health emergencies; possessing written word and computer skills for health record documentation; ability to communicate effectively to the School Nurse. Considerable knowledge of the principles and practices of child development is recommended.

Abilities: Must be able to demonstrate understanding, patience, and empathy of the special needs of their students, including the ability to recognize limitations of students.

Physical Abilities: While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel or crouch. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Physical stamina to sit and/or stand for extended periods of time and ability to drive a vehicle. Requires good hand-eye coordination, visual depth perception and visual acuity to read words, numbers and prescription labels to administer medications and procedure directions. Requires clear speech and hearing acuity level to communicate in person and/or over the phone.

Education and Experience: Experience in a hospital, long term care facility or out-patient setting; pediatric experience with children with disabilities is 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.