

JOB DESCRIPTION
November 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

LICENSED VOCATIONAL NURSE/INSTRUCTIONAL ASSISTANT

General Purpose:

A Licensed Vocational Nurse (LVN)/Instructional Assistant (IA) is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The LVN/IA is trained in basic nursing techniques and direct patient care. The LVN/IA provides specialized health care procedures as needed for designated students in the classroom and other school areas; and assists teacher(s) or other certificated staff in providing curriculum instruction to students (children/adults).

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Responsible for functioning under the Licensed Vocational Nurse (LVN) scope of practice.
- Provides specialized health care procedures as the needs of the students dictate and as approved and defined by the State Department of Education and Health Services and as instructed, monitored and directed by the school nurse.
- Provides first aid, cardiopulmonary resuscitation and other physical health care procedures.
- Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia and other medical emergencies.
- Performs sterile and/or clean urinary catheterizations, blood glucose monitoring, oral suctioning, suctioning of tracheostomies, care of ostomies, operation of medical and/or mechanical devices required for the care of students and specialized health care procedures for elimination needs and toileting.
- Performs feedings for physically impaired students including gastrostomy tube feedings, nasogastric tube feedings, jejunostomy tube feedings, continuous pump feedings, and specialized health care procedures for other feeding needs.
- Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Service Plans, Individualized Education Plans or other written plans of care for students under the direction of the designated supervisor.
- Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury and provision of other care as needed.
- Moves students to/from the floor, changing tables and wheelchairs.
- Assists in lifting students from wheelchairs and/or adaptive equipment.
- Places and positions/repositions students in therapeutic equipment, pushes wheelchairs and assists with walkers.
- Assists students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
- Sanitizes and cleans portable toilets and supplies.
- Completes accident and follow up reports.
- Administers prescribed medication following approved protocols, records

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- medication and treatment given.
- Provides medical supervision to students being transported on school bus.
- Provides services and related duties of the health program; i.e., clerical, ordering materials, and maintaining medical records related to the health status of students.
- Uses a variety of study aides and techniques to reinforce skills.
- Designs and prepares bulletin boards, displays of student work, charts, forms or other teaching aids.
- Participates in behavior management plans.
- Prepares a variety of instructional materials.
- Assists with or operates a variety of audio-visual equipment such as VCRs, tape recorders, or other learning machines.
- Organizes work areas and assembles learning materials, study aides, supplies or assignment folders.
- Orders office supplies, forms, instructional and audiovisual materials.
- Participates in field trips.
- Supervises students in cafeteria, on the playground or bus loading.
- Provides transportation of students in a county-provided vehicle, as needed.
- Responsible for complying with school policies/procedures including those applicable to any emergency involving a student.
- Serves as a training and resource guide to site/staff needs.
- Assists designated supervisor in mandated screening programs.
- Assists in providing medically prescribed therapeutic exercise, as needed.
- Appropriately documents all nursing assessments, interventions and student outcomes, and appropriately communicates with designated supervisor. Files health materials and records, prepares records, periodic and special reports, completes accident reports, assists with screening student records for compliance with immunization laws, assists alerting parents of needed immunizations and maintains communication until records are provided. Assists with follow-up of students with vision, hearing, dental needs, scoliosis or other health issues.
- Collaborate with a multi-disciplinary team on student needs.
- Attend all appropriate staff meetings, in-services and workshops and other related professional meetings.
- Provides assistance in the implementation of instructional and behavioral interventions for students with disabilities.
- Establishes and maintains good communication and effective professional working relationships with students, parents, designated supervisor, teachers, administrators, coworkers, special education personnel, the general public and all others with whom the LVN/IA must interact.
- Demonstrates professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices.
- Performs testing and assists with general vaccinations, pandemic testing, etc. as needed.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the

Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.
- Level of education necessary to obtain a California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License.

Experience:

- Any combination of training and experience which demonstrates ability to perform the duties described.
- Experience with students or groups of children or work experiences in a school setting, preferably in the area of special education, or in a medically-related field.

Knowledge, Skills and Abilities:

- Knowledge to perform basic practices of first aid, CPR, Universal Precautions, bloodborne pathogens and communicable diseases.
- Knowledge of principles and procedures of record keeping and reporting.
- Knowledge of alphabetical, numerical and subject matter filing systems.
- Knowledge of English usage, spelling, vocabulary, grammar and punctuation, and safe driving principles and practices.
- Knowledge of childhood development and diseases.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of county policies, rules and regulations.
- Knowledge of best practices and laws governing students with disabilities.
- Knowledge of data-gathering methodology.
- Knowledge of Special Education laws and procedures.
- Skills to perform non-technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills to operate modern office equipment including computers.
- Skills to operate a motor vehicle safely.
- Skills to communicate clearly and accurately, both orally and in writing.
- Ability to respond appropriately in emergency situations.
- Ability to read and comprehend medical terms.
- Ability to remain calm in stressful situations.
- Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
- Ability to adapt to individual needs of teachers and students and work with interruptions.
- Ability to work harmoniously with students, staff, parents and guardians.
- Ability to be dependable and punctual.
- Ability to recognize the first aid and health needs of students and make decisions to report to school nurse.
- Ability to report changing medical status to the school nurse.
- Ability and willingness to be trained and receive updated training in the use of specialized physical health care procedures and behavior intervention techniques for the moderate to severe students.
- Understand and carry out oral and written instructions.
- Maintain accurate written records as required.

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- Assist with the implementation of a behavior support plan to calm and encourage students and control and redirect undesirable, inappropriate or target behaviors.
- Ability to work with either direct or indirect supervision by the designated supervisor when working with medically involved students.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a current California State License as a Licensed Vocational Nurse.
- Must possess current adult and child CPR/First Aid certification.

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Maintain the ability to move and assist injured or ill students and/or staff; maintain the physical ability to perform occasional exertion of 25 to 50 pounds in providing health care to injured, ill or medically fragile students, professionally respond to possible exposure to bodily fluids, communicable diseases and display appropriate blood borne pathogen precautions.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent

method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 30

Reviewed and Approved:

Supervisor: Susan Connolly

Date: 1/29/2021

Human Resources: [Signature]

Date: 1-29-21