

OPEN & PROMOTIONAL

May 15, 2013

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

Licensed Vocational Nurse (LVN)

Salary: \$20.18 – \$25.81/hour (6 steps)

(5 hrs/day – 10 months/year)

Definition

Under supervision of the District Health Educator (Registered Nurse), perform specialized health services for students in regular educational and special education programs. Communicate with parents, school site, and district personnel on health related matters. Assist with medical screening of students, disseminate health information, provide emergency medical care, and perform related duties as required.

Typical Tasks

- Perform specialized health services to students including, but not limited to, toileting assistance, catheterization, gavage feeding, ostomy care, tracheotomy and suctioning, monitoring students on oxygen and ventilators.
- Maintain health records.
- Provide emergency medical care in the event of serious illness or accident.
- Dispense and administer medication pursuant to physician's instructions.
- Coordinate necessary health conferences with parents, staff, and community resources.
- Prepare reports for district, county, and state agencies.
- Provide support and act as a resource for all schools and district staff.
- Provide appropriate health related training for school and volunteer staff.
- Maintain professional competence through continuing education course work or experience.
- Assist in providing appropriate health instruction to students.
- Travel to various school sites to perform a variety of nursing duties.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Valid California Licensed Vocational Nurse.
Completion of high school or General Education Diploma (GED).

Experience: Successful nursing experience in a hospital, clinic, or school environment and previous experience in dealing with preschool and school age children.

Knowledge of: Needs of medically fragile students; correct medical procedures for specialized health needs; motivation techniques for atypical students; general goals of special education in the public school; simple recordkeeping; confidentiality law relating to student records; emergency medical treatment; clinical and health office apparatus; laws and codes related to administration of health services; community health resources.

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Ability to: Perform specialized health procedures; supervise students; identify, assess, monitor, treat, and evaluate the physical and mental health of students recognizing when to notify the school health educator of conditions that may require additional intervention; interact with students parents, staff, and community in a patient, warm, friendly manner; communicate clearly and effectively verbally and in writing; deal with stressful situations in a calm, professional manner; maintain confidentiality; be flexible in scheduling workload; assist disabled students in areas related to activities of daily function such as feeding, toileting, exercises, and positioning; lift and move students safely; bend, kneel, stoop, and crawl; push and pull wheelchairs; dispense medication pursuant to physician's instructions; observe health and safety regulations and reporting requirements.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Working Environment

While performing the duties of this job the employee works in several environments including a school office, classroom, indoor and outdoor environments and on or near student playground equipment as needed. The employee's primary responsibility is working with students in the health office. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school office environment where the noise level is usually moderate.

Physical Demands

Ability to lift up to 50 pounds without assistance, and be physically able to assist students who may have physical disabilities. Dexterity of hands and fingers to work with students. Standing or sitting for an extended period of time. Reaching overhead, above the shoulders and horizontally to work with and assist students. Some walking and standing on various surfaces as well as bending and reaching at the waist, below and above shoulder level, kneeling, and crouching. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required in order to read materials and assist students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

Certificates

Required: Valid California Licensed Vocational Nurse.
Valid First Aid and CPR Certificates before start of employment.
Valid California Driver's License.

LA HABRA CITY SCHOOL DISTRICT

May 15, 2013

To: All Licensed Vocational Nurse (LVN) Applicants
From: Carol Argomaniz/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Tuesday, May 28, 2013 at 2:00 p.m.

There will be a written test for all candidates given at the District Office,
500 N. Walnut Street, La Habra on:

Wednesday, May 29, 2013 at 4:00 p.m.

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

Thursday, May 30, 2013 (By appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for one open position in our District.

If you have any questions, please call me at 562/690-2321.

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