



# Val Verde Unified School District

## Employment Opportunity

### CLASSIFIED VACANCY

**POSITION:** Licensed Vocational Nurse

**LOCATION:** Victoriano Elementary School  
*Site locations may change if internal transfers are submitted and approved*

**RECRUITMENT NUMBER:** CL1314005

**APPLICATION DEADLINE:** June 10, 2013- 4:00 pm

**SALARY RANGE:** \$16,469.10 - \$29,439.00 Annually (10 steps)  
\$18.29 - \$32.71 Hourly

**WORK YEAR:** 223 days, 4 hours per day

**HUMAN RESOURCES CONTACT:** Esmeralda Nochez, Personnel Technician II

#### Minimum Qualifications:

- High School Graduation
- At least one year of experience working with medically complex children in an organized setting preferred
- Completion of all coursework in good standing from an accredited college or university required for that institution's Licensed vocational Nursing program
- Current California Vocational Nurse License in good standing
- Valid First Aid and CPR Certificate issued by an authorized agency
- Valid California driver's license

#### Application Packet:

Interested applicants are **required** to submit the following:

- Classified employment application (application must be signed)
- Copy of High School diploma or GED
- Current California Vocational Nurse License in good standing
- Copy of CPR and First Aid Certification approved by the American Heart Association or Red Cross. (Online course certificates are not accepted).
- Copy of valid California driver's license

**NOTE:** Application packet must be complete at time of submission. Human Resources will contact you by mail within 14 business days of deadline date regarding the status of your application.

**TRANSFERS:** District employees who currently hold this position may submit a Transfer Request Form by the deadline date to the Human Resources Department.

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### **How to Apply:**

Qualified and interested candidates should submit their **classified application packet** to Human Resources, Val Verde Unified School District, 975 West Morgan Street, Perris, CA 92571. Applications are accepted Monday through Friday between the hours of 8:00 a.m. to 4:00 p.m. At this time, Human Resources does not accept electronic or faxed applications or attachments. All applications must be submitted no later than 4:00 p.m. on the application deadline. Please visit our website at [www.valverde.edu](http://www.valverde.edu) and click on "Employment Opportunities" for postings and applications.

- ❖ **Employment in this position is contingent upon pre-employment clearances: Board Approval, Department of Justice Clearance, Negative Tuberculosis Test, Pre-employment Physical Exam and any license/certification required by this job description.**
- ❖ **This recruitment may be used for substitute vacancies.**

### **Employment Status:**

Classified Bargaining Unit Position within the Val Verde Unified School District.

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## **JOB DESCRIPTION**

### **DEFINITION**

Under the supervision of the Director of Special Education and the District Nurses the Licensed Vocational Nurse provides direct clinical care to meet the health needs of students; documents a maintains students health information required by federal/state/local agencies, and provides appropriate care and/referral for ill, medically fragile, and/or injured students, as required.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Perform work under the direction of a school nurse and is carried out in accordance with provisions of the LVN license
- Administers medication (including necessary injections) to students in accordance with state laws and county policies and procedures
- Works with school nurse in providing support to school staff concerning health needs of individual students, (e.g. students with diabetes, seizures, asthma, severe food allergies, etc.)
- Perform medical treatment of students as a result of illness, injury, seizure, or medical problems occurring at school
- Perform a variety of medically oriented specialized health care duties, including administering medication orally or through a g-tube, administer g-tube feedings, suction trachea and/or student nose and mouth; time, monitor and maintain records of student seizures.
- Assists nurse (e.g. documents medications, weight and height documentation, physical exams) for the purpose of providing hearing and/or vision screening, verification of medication, etc.
- Communicates with and responds to inquiries of school nurse and other staff members, the public, and parents regarding any school site medical problems, for the purpose of providing information and/or direction as may be required.
- Responds to emergency situations involving students and student behavior when injury or health issues are involved
- Cleans work areas (e.g. sinks, counters, feeding equipment, suction machine, etc.) for the purpose of maintaining a sanitary environment
- May provide assistance in toileting for a student who needs such assistance in the health office
- Performs record keeping and basic clerical functions for the purpose of supporting the school site in maintaining student's health files and providing materials

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### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (CONTINUED)**

- Prepares documentation (e.g., immunization certificates, medical emergency cards, accident reports, inventory supplies, orders, etc.) for the purpose of providing written support and/o conveying information
- May attend IEP meetings for students with significant health needs
- Demonstrate attendance sufficient to complete the duties of the position as required
- Perform other related duties similar to the above in scope and impact as required
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Standards of excellent service; methods and practices of performing routine medical/physical procedures and care of medically complex students, including administering medicines and feeding through g-tubes and performing trachea care and suctioning, and giving injections; facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally; laws and regulations applicable to the role for the LVN; universal precautions and control of infectious diseases, including handling blood or bodily fluids; safe work practices and safe procedures for performing physical care for medically fragile students; CPR (cardiopulmonary resuscitation) and First Aid certificate or Red Cross Community First Aid and Safety certificate; child abuse reporting requirements and prevention strategies; basic math, including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions.

**Ability to:** Observe and interpret student's non-verbal communications, including facial expressions, oral sounds, and body language to identify potential problems before they become serious; maintain detailed and confidential student records and files; maintain communicate clearly and effectively in English, both orally and in writing, and a knowledge of cultural diversity; deal with sensitive and difficult situations; demonstrate intellectual capabilities in order to exercise sound judgment; establish and maintain effective working relationships with supervisor, VVUSD staff, and the public; utilize a wide variety of job-related equipment; problem solving, ability to analyze issues, create plans of action, reach solutions, and when to contact the nurse for assistance; memorize and recall facts, figures and information; remain calm and respond appropriately in a stressful emergency situation.

#### **EDUCATION AND EXPERIENCE:**

- At least one year of experience working with medically complex children in an organized setting preferred
- High School Graduation
- Completion of all coursework in good standing from an accredited college or university required for that institution's Licensed vocational Nursing program
- Valid First Aid and CPR Certificate issued by an authorized agency
- Valid California driver's license

#### **LICENSES AND OTHER REQUIREMENTS:**

Applicant will have a current California Vocational Nurse License in good standing. Willingness to learn and apply "best practices" when working with students with special education needs (e.g., Crisis Prevention Institute [CPI] certificate, Applied Behavior Analysis, CPR (cardiopulmonary resuscitation) and First Aid certificate or Red Cross Community First Aid and Safety certificate, and other certificates of training in areas associated with responsibilities.

#### **EMPLOYMENT STATUS**

Bargaining Unit Position

05/28/13