

PETALUMA CITY SCHOOLS – CLASSIFIED VACANCY

APPLICATIONS ONLY ACCEPTED AT

WWW.EDJOIN.ORG

Licensed Vocational Nurse

DISTRICTWIDE

DEADLINE: Open Until Filled

- WORK SITE:** Multiple District Sites
- WORK HOURS:** To Be Determined; 6 hours per day with ½ hour unpaid lunch
30 hours per week (averaging 6 hours per day)
While School is in Session
Possibility of riding the bus with student
- START DATE:** ASAP
- STARTING SALARY:** \$28.28 to \$36.09 per hour.
(Initial salary placement is based on related experience)
- BENEFITS:** The District will pay the following amounts towards benefits:

Work Hours per Day	Health Plan	Dental	Vision	Life Insurance
More than 6 hours	100% of Cap *	100% of Cap **	100% of premium	100% of premium
More than 4 hours through 6 hours	75% of Cap	75% of Cap	75% of premium	100% of premium if 6 hours per day
More than 2 hours through 4 hours	Not eligible	50% of Cap	50% of premium	Not eligible
1 hour through 2 hours	Not eligible	25% of Cap	25% of premium	Not eligible

* Must enroll in a health plan (Cap subject to change) / ** \$144.50 dental plan cap effective 10/1/12

REQUIREMENTS: Fingerprint Clearance. There is a fingerprint processing fee payable by the employee post-offer / pre-placement. Tuberculosis. The applicant will need to submit evidence that he or she is free from tuberculosis in accordance with Education Code 49406 post-offer / pre-placement. BA/BS degree from an accredited college or university is desirable. Licensure as Licensed Vocational Nurse (LVN) or Registered Nurse (RN), First Aid and CPR certificates are required. Immunization records are required by Senate Bill 792 as a condition of employment and include immunization against pertussis and measles and documentation evidencing he or she has received the annual influenza vaccine (pre-school locations only).

QUALIFICATIONS: See job description. Bilingual in Spanish a plus, but not required.

SUBMIT APPLICATION: The District prefers applications be submitted electronically through <http://www.edjoin.org/PetalumaCitySchools> or www.edjoin.org. However, paper applications will be accepted. To request a paper application, e-mail Human Resources at hinfo@petk12.org and include the job title and position number for the vacancy. All applications, regardless of the manner of submission, must include all **required** documentation.

NOTE: It is recommended that applications be accompanied by a cover letter, resume and a minimum of two letters of reference. Paper screening for potential interviews are based on materials submitted with application. No additional paperwork for application will be accepted after the closing date.

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources department.

**Petaluma School District
Job Description**

Job Title: Licensed Vocational Nurse - Special Education, South County Consortium
Department: School Site
Reports To: Director, South County Consortium
Prepared Date: January 2015
Approved Date: March 2015

SUMMARY

Under supervision, to provide specialized health services to students with specialized physical health care needs under the guidelines provided by the student's doctor and/or the school nurse; provides non-routine and routine specialized basic health care procedures necessary to ensure student safety on a daily basis, which requires specialized training and/or licensure; provides specialized support services to students with severe medical and physical disabilities or behavior disorders in a variety of settings, including various Pre-K to age 22 educational settings, emotionally disturbed, autistic, behavioral, full inclusion, assistive technology, and special education settings; and to do other job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Works closely with the school nurse and teacher and follows detailed instruction and/or established practices and procedures; works directly with students with severe medical and physical disabilities or behavior disorders; may be assigned to specific or multiple classrooms and may be required to travel between worksites.

Following is information describing some common examples of duties performed by positions in this job class. Duties may vary, however, due to differences in programs or individual students.

Performs medical procedures including, but not limited to, catheterization, NG tube feeding, changing tracheotomy tubes and ties, proper use of a mechanical suctioning device, colostomy/ileostomy, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation and syringe suctioning, and other procedures as defined and written by the physician; administers first aid and provides non-routine specialized health care needs which do not require a school nurse to administer; performs necessary procedures for diabetic students; assists in the toileting of students including supervising teenage students in the use of sanitary supplies; dispenses medication under supervision of a physician or Registered Nurse; assists in the loading and unloading of special needs students from buses and in the transferring of students to and from classrooms and events, including moving students in wheelchairs; maintains student health and emergency medical records; assists in the observation and recording of

student development and progress; assists in feeding and grooming; assists in learning or using special equipment; assists in the development and maintenance of appropriate social skills; communicates regularly with other members of the instructional team regarding daily performance of students; performs a variety of clerical and recordkeeping activities; provides physical care and emotional support; assists in planning and implementing suitable learning experiences for students, including the preparation and maintenance of instruction materials; assists in the supervision of students at assigned tasks in and out of the classroom during normal duty hours; performs a variety of custodial duties to maintain facility in a clean and sanitary manner including cleaning and sanitizing kitchen, toys, surfaces and other equipment; sweep and mop floors as required; launder a variety of items for the students and the facility including clothes, puddle pads, bibs, towels, kitchen and bed linens as required; may be assigned to ride a van or bus with the student to and from school; may assist with community-based instruction; participates in various meetings for the purpose of receiving and/or providing information, including required staff meetings and in-service training, and may participate in I.E.P. meetings; deals with confidential records.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic; general classroom procedures and equipment, including adaptive technology and computer skills; child growth and development principles as they relate to children with disabilities and special needs; basic health care procedures, including First Aid, CPR and specialized health care of medically fragile students; academic instruction and behavioral management; instructional concepts; record keeping techniques.

Ability to learn the goals and objectives of the special education program; effectively assist teacher in responding to student's medical emergency and behavior problems; assist teacher in implementing lesson plans and presenting instruction in assigned areas; prepare instructional materials as directed by the teacher; speak and write effectively; understand health policies and procedures; analyze basic health care situations, develop and apply appropriate procedures, and respond effectively to emergencies; prioritize work in order to maintain schedules; learn to apply techniques to handle behavior and assist physically and severely handicapped students in movement and specialized health care procedures; work effectively with disabled students to elicit optimum student performance, and respond to parents as needed; work effectively as part of a team and maintain cooperative relationships; operate necessary program equipment in a safe and proper manner; transport oneself between work sites, as needed.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent or coursework and training necessary to be licensed as a vocational nurse, including knowledge and skills necessary to perform a wide variety of health care procedures and techniques; BA/BS degree from an accredited college or university is desirable. Paid or volunteer experience working in an instructional environment or at least one year in providing basic health care preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensure as Licensed Vocational Nurse (LVN) or Registered Nurse (RN), First Aid and CPR certificates are required.

LANGUAGE SKILLS

Able to understand and carry out oral and written directions. Some positions may require the ability to communicate in Spanish or other second language, use communication devices or demonstrate signing or Braille proficiency.

MATHEMATICAL SKILLS

Ability to perform basic mathematical skills.

REASONING ABILITY

Ability to choose among a limited number of alternatives in solving routine problems.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. The employee is asked to stand, walk, reach with hands and arms, climb and balance; and stoop, kneel and crouch. The employee must occasionally lift, move, and position a disabled student using appropriate positioning and lifting techniques; must be able to lift and/or move up to 50 pounds independently; move between 51 and 75 pounds with assistance for several feet at a time for toileting and transfers; move between 76 and 150 pounds with assistance for several feet at a time for toileting and transfers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to student illnesses, injuries, infections, and bodily fluids; chemicals contained in cleaning products; moving mechanical parts. The work may expose the employee to health and safety considerations; aggressive students; emergency situations. The noise level in the work environment is usually moderate and may require exposure to extreme weather conditions and other atmospheric conditions.