

# Sutter County Superintendent of Schools

**JOB TITLE:** Licensed Vocational Nurse (LVN)

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under direction, perform a wide variety of nursing duties; perform specialized health care procedures and duties as assigned by the supervising school nurse on students. Does related work as required.

**SUPERVISOR:** Supervising School Nurse

**IMPORTANT AND ESSENTIAL DUTIES:**

1. Perform specialized health care procedures as indicated in procedure protocol.
2. Assess students for acute and chronic health problems as requested by school staff and supervising school nurse.
3. Report student health concerns to supervising school nurse. Contact family/agencies to make appropriate referrals as directed by supervising school nurse.
4. Note health concerns, assessment data, family/agency contacts on student health cards.
5. Record direct student contact for assessment on Medi-Cal billing logs.
6. Assist supervising school nurse in ordering health supplies, developing student health care procedures and protocol, and assessing classroom environments for safety and hygiene.
7. Perform other duties as requested by supervising school nurse.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Modern medical terminology, equipment, and techniques including physical assessment skills.
- Acute and chronic health conditions and medications commonly used for these conditions in the pediatric population.
- Interpersonal skills using tact, patience, and courtesy.
- Public health agencies and local health care resources.
- Health and safety regulations.
- Operation of specialized medical equipment.
- Record-keeping techniques.

**Ability to:**

- Perform a wide variety of nursing duties.
- Perform specialized health care procedures according to established procedures protocol.
- Record data and information.
- Assist in screening students for vision, dental, and immunizations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply rules, regulations, policies, and procedures.
- Maintain current knowledge of technological advances in the field.
- Work independently.

**Ability to, cont.:**

- Prioritize and schedule work.
- Report to supervising school nurse to assure appropriate follow-up of student health concerns.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Equivalent of the completion of graduation from an accredited Vocational Nurses Training program.
- Minimum of one year related experience.
- Four (4) years home health nursing in pediatrics or equivalent experiences desired.
- Possess a valid California driver's license.

**SPECIAL REQUIREMENTS:**

Essential duties require, but are not limited to, the following physical abilities:

- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels and on the telephone.
- Operate assigned machines and equipment.
- See to perform nursing duties.
- Stand, walk, and bend over, kneel, crouch, and reach overhead, grasp, pull and move.
- Lift and/or carry moderately heavy objects.
- Assist students in wheelchairs.

**WORK ENVIRONMENT:**

Employees in this position will be required to or exposed to the following:

- Work indoors in a standard school classroom environment.
- Dissatisfied or abusive individuals, occasionally parents or staff.
- Blood and other body fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Direct contact with Sutter County Superintendent of Schools staff, district office staff, and the public.