



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Licensed Vocational Nurse* # 2245

SALARY PLACEMENT: Health LVN Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of graduation from an accredited Vocational Nurses Training program.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Four years home health nursing in pediatrics or equivalent experience.

MINIMUM EXPERIENCE:

One year related experience.

CREENTIALS AND/OR SKILLS AND ABILITIES:

Incumbents in this class must possess a valid State license as a Licensed Vocational Nurse, First Aid and CPR certificate issued by an authorized agency and valid California driver's license. Catheterization methods and procedures.

Knowledge of: Modern medical terminology, equipment and techniques. Accepted testing techniques for hearing screenings. 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: Travel to various school sites within the District and perform a wide variety of nursing duties. Catheterize students according to established procedures and other health related procedures. Conduct hearing screenings. Record data and information. Assist in screening students for vision, dental and immunizations. Establish files, records, reports and referrals. Communicate effectively both orally and in writing. Read, interpret, apply and explain rules, regulations, policies and procedures. Maintain current knowledge of technological advances in the field. Work independently with little direction. Prioritize and schedule work.

SUMMARY OF POSITION:

Under direction, travel to various school sites within the District and perform a wide variety of nursing duties; perform catheterization procedures on students; conduct health screenings; assure compliance with State laws and District policies. Does related work as required.

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ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Travel to various school sites within the District and perform a wide variety of nursing duties.

2. Perform catheterization procedures on students according to established procedures; operate specialized medical equipment to perform specialized procedures.
3. Schedule and conduct hearing screenings at District sites; operate and read an audiometer; explain hearing screening procedures to students; provide for follow-up activities as needed.
4. Inform teachers of physical or health liabilities of pupils.
5. Maintain health records for students.
6. Communicate with District personnel and outside organizations to exchange information, refer students, coordinate activities and resolve other health-related issues and concerns.
7. Assist the credentialed school nurse with health screenings, immunizations, dental and recording procedures; assist the school nurse with special education as requested.
8. Coordinate ordering of health supplies for District schools; distribute health supplies to schools as needed.
9. Assist with distributing approved health information.
10. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

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

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; drive a vehicle to conduct work; exposure to dissatisfied or abusive individuals, occasionally parents or staff members; possible exposure to blood and other body fluids; potential contact with blood-borne pathogens and communicable diseases; exposure to chemicals including antiseptics and disinfectant and come in direct contact with SJCOE staff, district office staff, and the public.