

Job Title:	Licensed Vocational Nurse (LVN)	Exemption Status/Test:	Nonexempt
Reports to:	Director of Special Education/Nurse	Date Revised:	2021
Dept./School:	Assigned Campus	Pay Grade:	TB 7

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the direct clinical supervision of the Director of Special Education or school nurse (RN).

Qualifications:

Education/Certification:

High School diploma or equivalent
Valid Texas LVN license issued by the Texas Board of Nursing
Certified by Texas Department of Health to conduct vision and hearing screening
Current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills/Abilities:

Knowledge of basic first aid
Excellent public relations, organization, communication, and interpersonal skills
Ability to use computer, software to develop databases and do word processing
Ability to write routine reports and correspondence
Ability to implement policies and procedures

Experience:

Minimum one year experience in health-related position
Experience working with school-age children preferred

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.
2. Administer medication to students according to board policy and district procedures.
3. Carry out mandatory screening programs, collect data, and complete required reports as directed.
4. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions as directed by the supervising RN.
5. Communicate with parents regarding individual students as directed by the school nurse (RN).
6. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.

7. Distribute information to faculty or staff on health related topics as needed and as directed by the RN.
8. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the RN.

Clerical

9. Maintain accurate and private student health records, including immunization records, medication administration records, and individual student treatment records.
10. Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.

Other

11. Support students with academics as needed. This may include but is not limited to prompting student(s), reviewing material, and guiding student(s) through an activity that is provided by the teacher.
12. Maintain confidentiality and comply with policies established by federal and state law, Texas Department of Health Rule, State Board of Education Rule, and Local Board Policy.
13. Demonstrate superior customer service with district staff, students, and community stakeholders.
14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to health clinic aide and health services aide.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator

(AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (under 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; Some districtwide travel may be required

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____