

Job Title: Licensed Vocational Nurse (LVN)*

Exemption Status/Test: Nonexempt

Reports to: Campus Principal

Date Revised:

Dept./School: Assigned Campus

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the direct supervision of the campus principal.

Qualifications:

Education/Certification:

High School diploma or GED

Valid Texas license (LVN) issued by the Board of Vocational Nurse Examiners

Current cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills:

Knowledge of basic first aid

Proficient keyboarding and file maintenance skills

Ability to use software to develop databases and do word processing

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

Experience:

One year experience in health-related position; experience working with school-age children

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by a 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.
5. Communicate with parents regarding individual students needs.

7. 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.
8. Distribute information to faculty or staff on health related topics as needed.
9. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks.

Clerical

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

Compliance

12. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.
13. Maintain confidentiality.

Supervisory Responsibilities:

None

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 nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

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.

Reviewed by _____ Date _____

Received by _____ Date _____