

## PERRIS UNION HIGH SCHOOL DISTRICT

---

Board Approved: June 15, 2011  
Revisions Approved: May 17, 2017  
Salary Range: 20; Row 32

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: LICENSED VOCATIONAL NURSE (LVN)**

**JOB PURPOSE STATEMENT:** Under general supervision of the Director of Special Education or Designee, the Licensed Vocational Nurse provides health services to students with specialized physical health care needs under the guidelines provided by the student's doctor; provides specialized support services in various instructional settings for students in Perris Union High School District programs 7<sup>th</sup> – Adult.

### **JOB FUNCTIONS:**

- May administer blood pressure monitoring, catheterization, diabetic monitor, gastrostomy tube/button feeding method, gastrostomy tube reinsertion, intravenous medication and infusion (with tube in place), siliastic catheter-Central Venous Line site care, feeding or medicating, mechanical ventilation, ostomy care, oxygen administration, postural drainage and percussion, respiratory assistance with inhaler or mechanical nebulizer, tracheotomy care including cleaning, suctioning and tube replacement.
- May assist in the toileting of students, frequently involving lifting and cleaning of students, diapering, and the care of devices such as feeding tubes, catheters, urinary and colostomy bags; supervises teenage students in the use of sanitary supplies.
- Follows all specialized health care procedures provided under specified written provisions approved by the student's physician with the parent's written request.
- Dispenses medication; records medication and treatment given as prescribed by the physician.
- Assists in the loading and unloading of special needs students from buses and in the transferring of students to and from classrooms and events.
- Maintains student health and emergency medical records.
- Supervises special needs students in snack and lunch activities and outdoor campus activities.

JOB FUNCTIONS – continued

- Assists special needs students in learning or using special equipment, in the development and maintenance of appropriate social behaviors, modeling gross motor skills and independent mobility, and in instructional activities.
- Communicates regularly with other members of the instructional team regarding daily performance of students.
- Performs a variety of clerical and recordkeeping activities (e.g., charting student progress, maintaining records and preparing reports) with accuracy.
- Participates in IEP meetings as appropriate.
- Assists in teaching students self-feeding and grooming skills.
- Administers emergency health care plan as designated by the district nurse, parent and physician.
- Communicates with parents, students, licensed physician, and when appropriate, the district nurse, any observed medical conditions of the assigned student(s).
- Administers first aid and provides medical assistance.
- Ability to respond effectively to emergencies.
- Follows universal health precautions as it pertains to the proper techniques for handling and disposing of hazardous materials.
- May assist by riding school bus with student to and from school as recommended by the IEP team.
- May assist with community based instruction as determined by the IEP.
- Possibility of travel/reassignment from work location to work location.
- Participates in various meetings for the purpose of receiving and/or providing information.
- Coordinates and participates in routine in-service training as required.
- Demonstrates and models safe, prudent work behaviors and practices that result in a safe and healthy environment.
- Performs related duties as assigned.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.

JOB FUNCTIONS – continued

- Understands health policies and procedures.
- Maintains and ensures student's rights to confidentiality and privacy.
- Ability to work under minimal supervision.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and instructions and observe accurately from a distance
- Able to conduct verbal conversation in English and read English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to stand, walk, and sit; use fingers repetitively; use wrists or hands repetitively in a twisting motion or while applying pressure; use both hands simultaneously; have rapid mental or muscular coordination
- Able to lift moderately heavy objects; have the ability to occasionally lift up to 50 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force
- Able to bend at the waist, kneel, crouch, stoop, and reach overhead above the shoulders and horizontally; ascend and descend stairs
- Able to sit for long periods at a desk and in front of a computer
- Able to operate office machines and equipment in a safe and effective manner
- Able to work a wide range of weather conditions

JOB QUALIFICATIONS:

Education:

- High School graduate or equivalent and one to two years of nursing related experience working with medically fragile children or adults.
- Two years of school related experience is desirable.

JOB TITLE: **LICENSED VOCATIONAL NURSE (LVN)**

Page 4 of 4

JOB QUALIFICATIONS - continued

Licenses, Certifications, Bonding, and/or Testing:

- Valid Licensed Vocational Nurse (LVN) license required
- Valid First Aid and CPR Certificate issued by an authorized agency
- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Physical Examination Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment