

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** *Licensed Vocational Nurse*  
**WORK YEAR:** *185-day*

**JOB DESCRIPTION:** Under the direction of a credentialed school nurse and/or health services administrator or coordinator, assists in the nursing/health care and education of children with physical/mental impairments. Assists the credentialed school nurse in implementing immunization programs, special school clinics, infection control programs, and other health related programs as requested. Assists with parent issues as directed by the credentialed school nurse.

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below (E)).*

1. Accept assignments throughout the District as requested. (E)
2. Perform specialized physical health care procedures according to established standards of practice such as catheterization, gastrostomy tube feedings, ostomy care, tracheotomy care, suctioning, etc. (E)
3. Maintain health records for students and perform related duties as assigned. (E)
4. Coordinate ordering of health supplies and distribute to sites as needed (E)
5. Performs other duties as assigned as it relates to supporting student health needs. (E)

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- \* Preventive measures regarding exposure to blood and other body fluids, potential contact with blood-borne and communicable diseases, and chemicals, including antiseptics and disinfectants.

**Ability to:**

- \* Assist in determining the extent of illness or injury of a child, and the disposition of the ill or injured child.
- \* Utilize current nursing practices and techniques.
- \* Work cooperatively and effectively with students, staff, parents, personnel from other agencies and the community.
- \* Maintain confidentiality on issues concerning program and staff.

- \* Communicate effectively both orally and in writing.
- \* Establish and maintain cooperative and effective working relationships with others.
- \* Follow oral and written directions.
- \* Read, write, and speak correct English.
- \* Display great flexibility to a constantly changing environment.
- \* Work independently with little direction.
- \* Prioritize and schedule work.

## PHYSICAL

- **Standing/Walking/Bending/Stooping:** routinely, stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 27 pounds to waist height.
- **Sit and stand: for extended periods of time.**
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using step ladder.
- **Kneeling/Crouching/Crawling:** routinely; kneeling may be required while assisting students in physical activities. Crouching/crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
- **Sight/Hearing/Speech:** Constantly; Hear and understand speech at normal levels and on the telephone. See and read the computer screen and printed matter with or without vision aids. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

## MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

**Work Conditions:**

*Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and come in direct contact with students, parents, and school district staff, and the public.*

**Employment Standards:**

- *Valid California Licensed Vocational Nurse registration*
- *Current BLS CPR Certificated with AED.*
- *Valid California driver's license with proof of liability insurance coverage.*

**Experience:**

- *Six months of work experience in an LVN position.*

**SALARY:**    *Placement on the CSEA Classified Salary Schedule  
Range I*

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

**Board Approved: 10/26/23  
CSEA: 8/9/23**