



Job Description

Title: Licensed Vocational Nurse	FLSA Status: Non-Exempt	Months: 10
Supervisor: Assistant Superintendent of Human Resources	Supervises: N/A	Range: 36
Department: Human Resources	Bargaining Unit: Classified	Approved: 6/11/2026

JOB SUMMARY:

Under the direction of the District Nurse and supervision by the Assistant Superintendent of Human Resources, provide a variety of health services to students and personnel including first aid, screening of ill or injured students and emergency care; coordinate Health Services office activities and nursing services; serve as a technical resource to students, parents and personnel concerning health services, issues, problems and related information; provide mandated screening, testing, immunization and record-keeping services; meet individual health needs of students and providing nursing care described in individualized health care plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide health services support and assistance to students and personnel as instructed by the District Nurse, parent or physician; screen, evaluate and examine students for illness, injury and medical emergency; provide health services and care as described in individualized health care plan and care for ill and medically fragile and injured children; administer First Aid, medication and specialized medical treatment; assist that ensuring related activities comply with established laws, codes, District regulations, policies and procedures.
- Conduct primary evaluations of ill and injured children; interview, conduct basic medical analysis and assess situations involving students' safety, medical issues and other related concerns including physical, sexual and drug abuse; report incidences of fights, child abuse, substance abuse to appropriate internal staff and external agencies; identify medical concerns and make recommendation for additional treatment and medical care to appropriate health care professional.
- Provide care for students' diabetic needs routinely and as needed per physician instructions; monitor and provide specialized health care procedures including sterile and clean urinary catheterizations, blood sugar monitoring, oral and tracheotomy suctioning, care of ostomies, nasogastric and gastrostomy tube care for students with chronic illnesses and epi-pen administration for anaphylactic reactions.
- Report students with contagious diseases to local public health authorities; isolate and minimize opportunities for infection spread in compliance with State, local and District health and safety requirements.
- Dispense prescribed medication as ordered by a physician following policies and procedures and other State and federal regulations; monitor for any unexpected, abnormal or allergic reactions to medication; review and prepare documents to record medications according to established procedures.
- Establish, prepare and maintain cumulative health and immunization records and confidential files for individual students; prepare health charts, health advisory lists and notice billing; prepare periodic and special reports as assigned; complete accident reports according to established procedures; review records to ensure immunization data is current; notify parents or appropriate personnel of needed immunizations and other medical issues as appropriate.
- Operate a variety of medical instruments and equipment including thermometers, stethoscopes and screening devices; operate office equipment including a computer and assigned software.
- Participate in a variety of meetings including for 504 Accommodation Plan and Individual Education Plan, under the guidance of the District Nurse; participate in campus safety, disaster and District informational training; assist with maintaining health rooms in a clean and orderly condition and help with the set-up and break-down of health rooms.
- Participate in and process medical billing in accordance with applicable medical and/or grant programs utilized by the district, including accurate data entry into third-party portals.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Health office practices, procedures and equipment.
- General practices, procedures and techniques involved in the identification, treatment and resolution of health problems.
- Health and safety regulations.
- First aid and CPR methods and procedures.
- Clean and sterile treatment techniques.
- Medical procedures associated with special health care needs.
- Basic anatomy, physiology and medical terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a variety of specialized medical equipment.
- Public health agencies and local health care resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Public speaking techniques.

Skills/Ability to:

- Provide a variety of health services to students and personnel including first aid, screening of ill or injured students and emergency care.
- Serve as a technical resource to students, parents and personnel concerning health services, issues, problems and related information.
- Prepare and maintain student immunization and health records and files electronically and by hand.
- Screen students for various health and safety concerns.
- Observe health and safety regulations.
- Operate a variety of specialized medical equipment.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Provide specialized health care procedures including tracheostomy care, G-tube care, catheterization and administration of injectable medications.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in nursing, health care or a related field and,
- Two years of health care experience.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR Certificate.
- Valid California LVN or RN license/certificate.
- Criminal Justice Fingerprint/Background and TB Clearance.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Health office environment.
- Subject to emergency medical situations.

Physical Demands:

- Dexterity of hands and fingers to operate specialized medical equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor students.
- Lifting, carrying, pushing and pulling moderately heavy objects and moving students as assigned by position.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.

Hazards:

- Contact with blood and other body fluids.
- Potential for contact with bloodborne pathogens and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.