

**FRESNO COUNTY OFFICE OF EDUCATION**  
**SHORT TERM CLASSIFIED POSITION**  
EFFECTIVE: August 1, 2011

**CLASS TITLE: SUBSTITUTE LICENSED VOCATIONAL NURSE**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide nursing and other related services to students in programs at a variety of County Office locations; perform a variety of clerical and administrative support duties for health services programs; prepare and maintain related records, files and reports. The Licensed Vocational Nurse will be responsible to the program manager, school nurse or Nurse Practitioner (NP), and the Fresno County Office of Education Health Services Director.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provide nursing and other related services to children in programs serving students with disabilities; participate in emergency assistance as needed, such as administration of medications for seizures, CPR, rescue breathing or abdominal thrusts.

Provide specialized physical health care services, including but not limited to catheterization, tube feeding, under the prescribed procedures as outlined in "Children and Youth Assisted with Medical Technology in Educational Settings: Guidelines for Care 2<sup>nd</sup> Edition by Stephanie Porter et al".

Provide emergency care, medication regime, and prescribed procedures as outlined by "Children and Youth Assisted with Medical Technology in Educational Settings: Guidelines for Care 2<sup>nd</sup> Edition by Stephanie Porter et al" and procedures as outlined by California School Nurse Organization's (CSNO) Green Book.

Prepare and maintain related records, files and reports; assist in initiating and maintaining health and other related records (medical) including computer generated documentation; submit reports in a timely manner as assigned to properly document Medi-CAL Local Educational Agency (LEA) direct services billing, and Medi-CAL Administrative Activities (MAA) time surveys to maximize fiscal stability.

Assist the school nurse or nurse practitioner in physical screening and other appraisal evaluations.

Assist teachers, administrators and others with health-related projects and activities; assist in the school classroom in meeting the personal and other needs of the individual, group or students.

Help maintain a positive school health environment through open communication and effective human relationship skills and team concept directives.

Adhere to schedules as designated by student need and outlined by the IEP, school health plan or credentialed school nurse, based on the needs of the student as well as educational components.

Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; maintain medical supplies and related equipment.

Assist in providing health related in-services to staff and students as needed.

Run errands related to health and program needs when directed.

Attend a variety of meetings as assigned.

Performs other health related duties as indicated.

Work a flexible schedule and able to travel between the city and county's school sites and other locations as indicated.

**OTHER DUTIES:**

Use own transportation, if required, according to policy.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic nursing skills and ability to administer care for students with disabilities.

Normal health and development as related to pediatric, adolescent, and young adults.

Recognize health problems and/or concerns and ability to communicate them to the school nurse, principal, and parents.

Knowledge of transcultural nursing practices.

Record keeping and filing.

Communicate effectively both orally and in writing.

Interpersonal skills using tact, patience and courtesy.

Medi-CAL direct services and Medi-CAL administrative time surveying participation.

Medical procedures associated with special health care needs.

Modern medical terminology, equipment and techniques.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

CPR/AED methods and procedures.

**ABILITY TO:**

Provide a variety of health-related services to students and faculty at a variety of County Office locations.

Perform a variety of clerical and administrative support duties for health services programs.

Learn basic concepts of child development and typical behavior characteristics.

Prepare and maintain related records, files and reports.

Learn applicable laws, codes, rules and regulations related to assigned activities.

Administer basic first aid and screen ill or injured students in accordance with State laws and County Office regulations.

Communicate with others regarding a variety of health-related activities or concerns.

Compile and verify data and prepare reports.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Understand and relate to students with special needs.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with students and others.  
Operate standard office and classroom equipment including a computer.  
Work with diplomacy, courtesy, discretion and confidentiality.  
Work independently with little direction.  
Meet schedules and time lines.  
Type or input data at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High School Diploma, General Education Degree (GED) or State High School Proficiency certificate; Bachelors Degree is preferred; Experience in hospital setting and prior experience working with students with disabilities is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Vocational Nurse License issued by the California Board of Vocational Nursing and Psychiatric Technicians.

Valid CPR/AED Certificate issued by an authorized agency.

Valid California driver's license, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by the Fresno County Office of Education.

This position requires the incumbent to enroll in the Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire.

This position requires a pre-placement medical assessment (paid for by FCOE) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, school campus and playground environment.  
Community-based environments.  
Health office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting, standing or walking for extended periods of time. Manual dexterity and coordination sufficient to operate classroom equipment and to lead students in motor skills development activities; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students teachers, staff and parents; seeing to read a variety of materials; bending at the waist, kneeling or crouching; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

Abusive and potentially harmful outbursts from students

Potential for contact with blood borne pathogens and communicable diseases