

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN 278  
RANGE 145  
NON-EXEMPT

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### LICENSED VOCATIONAL NURSE

#### BASIC FUNCTION:

Under the direction of the Director of Health Services and assigned supervisor, provide nursing and other related services to one or more students with disabilities, as assigned 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.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Adhere to schedules as determined by student need and outlined by the Individualized Educational Plan (IEP), and/or school health plan based on the needs of the student and in the scope of practice of the State Licensing Board under the supervision of a credentialed School Nurse and as ordered by the healthcare provider.
- Assist credentialed School Nurse in providing nursing and emergency care, such as administration of medications for seizures, Cardiopulmonary Resuscitation (CPR), rescue breathing or abdominal thrusts, for students as a 1:1 Licensed Vocational Nurse (LVN) or classroom support LVN, as assigned.
- Assist credentialed School Nurse in providing nursing care for students as a procedure LVN in a school-wide setting as assigned; respond to school-wide student health emergencies, such as administration of medications for seizures, Cardiopulmonary Resuscitation (CPR), rescue breathing or abdominal thrusts, as assigned.
- Assist in providing health related in-services to staff and students as needed; run errands related to health and program needs when directed.
- 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.
- Assist the School Nurse or Nurse Practitioner in physical screening and other appraisal evaluations.
- Help maintain a positive school health environment through open communication and effective human relationship skills and team concept directives.
- Prepare and maintain confidential health and other related records, files and reports 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.
- Provide specialized physical health care services, including but not limited, to catheterization, tube feeding, under the prescribed procedures and 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.
- 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 to students in a 1:1, classroom, and/or school-wide setting, as assigned.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications; operate standard health office instruments and equipment; maintain medical supplies and related equipment.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Work a flexible schedule and able to travel within Fresno County and other locations as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic nursing skills and ability to administer care for students with disabilities.
- CPR/AED methods and procedures.
- Health and development as related to pediatric, adolescent, and young adults.
- Knowledge of transcultural nursing practices.
- 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.
- Recognize health problems and/or concerns and ability to communicate them to the school nurse, principal, and parents.
- Record keeping and filing.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- 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.
- Learn applicable laws, codes, rules and regulations related to assigned activities.
- Learn basic concepts of child development and typical behavior characteristics.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Perform a variety of clerical and administrative support duties for health services programs.
- Prepare, verify and maintain related records, files and reports.

- Provide health-related services to students and faculty at a variety of county office locations.
- Understand and follow oral and written instructions.
- Understand and relate to students with special needs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work with diplomacy, courtesy, confidentially and with discretion.
- Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree preferred.

#### **EXPERIENCE:**

- Experience working in a hospital setting and/or serving students with disabilities preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Vocational Nurse License issued by the California Board of Vocational Nursing and Psychiatric Technicians or equivalent licensure.
- Valid CPR/AED Certificate issued by an authorized agency.
- Valid California driver's license ; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) 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:**

- Health office, school facility, school bus, and/or community-based environment.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Regular interruptions.
- Small and large group meetings.

#### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- 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:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potentially harmful outbursts from students.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: August 1, 2011  
Revised: March 28, 2012  
Revised: November 14, 2017