

Sonoma County Office of Education – Job Description

Classified

LICENSED VOCATIONAL NURSE – SPECIAL EDUCATION

Definition:

Under the supervision of the principal and the direction of a specific certificated staff member, provides specialized health services to students with specialized physical health care needs under the guidelines provided by the student's doctor and/or the school nurse; provides specialized support services in a variety of settings, including various Pre-K to age 22 educational settings, emotionally disturbed, autistic, behavioral, full inclusion, assistive technology, and special education settings; performs related work as required.

Distinguishing Characteristics:

This classification is distinguished from the Teaching Assistant, Special Education in that, with minimal supervision, this classification provides non-routine and routine specialized basic health care procedures necessary to ensure student safety on a daily basis, which requires specialized training and/or licensure. The incumbent works closely with the teacher and nurse and follows detailed instruction and/or established practices and procedures. Uses judgment and initiative in performing job and works with students with severe medical and physical disabilities or behavior disorders. Incumbent in this job class may be assigned to specific or multiple classrooms and may be required to travel between worksites.

Supervision Exercised and Received:

General direction and supervision is provided by the School Nurse and Principal.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Performs medical procedures including, but not limited to, catheterization, NG tube feeding, changing tracheotomy tubes and ties, proper use of a mechanical suctioning device, colostomy/ileostomy, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation and syringe suctioning, and other procedures as defined and written by the physician.
- Administers first aid and provides non-routine specialized health care needs which do not require a school nurse to administer such as administration of EPI pen (bee sting) and monitorization of reaction and anaphylactic reaction procedure, and assisting when a student has a seizure.
- Performs necessary procedures for diabetic students.
- Assists 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.
- Under supervision of a physician or Registered Nurse, 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, including moving students in wheelchairs.

- Maintains student health and emergency medical records and assists in the observation and recording of student development and progress.
- Supervises special needs students in snack and lunch activities and outdoor/campus activities and prepares and serves snacks and lunch as directed; feeds students with severe eating problems and monitors self feeding students; utilizes suctioning equipment and take appropriate action when students have difficulty while eating as directed; assists in teaching students self-feeding and grooming skills.
- Assists special need 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).
- Provides necessary physical care and emotional support, including assisting students with personal needs, i.e. positioning and ambulation.
- Displays calmness and control while dealing with behavioral problems; and functions as an appropriate, positive role model and helps students develop positive interpersonal relationships with peers and adults.
- Assist in planning and implementing suitable learning experiences for students, including the preparation and maintenance of instruction materials.
- Assist teacher in maintaining health and safety of students by being aware of environment and the potential hazards of each student's actions; assist the teacher according to established guidelines and procedures.
- Assists in the supervision of students at assigned tasks in and out of the classroom during normal duty hours, including supervising and/or participating in playground activities.
- Perform a variety of custodial duties to maintain facility in a clean and sanitary manner including cleaning and sanitizing kitchen, toys, surfaces and other equipment; sweep and mop floors as required; launder a variety of items for students and the facility including clothes, puddle pads, bibs, towels, kitchen and bed linens as required.
- May be assigned to ride van or bus with student to and from school.
- May assist with community-based instruction.
- Participates in various meetings for the purpose of receiving and/or providing information, including required staff meetings and in-service trainings, and may participate in I.E.P. meetings.
- Provides specialized physical healthcare services, under the training and supervision of a registered credentialed school nurse.
- Provides assistance with Activities of Daily Living.
- Performs other duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- Child growth and development principles as they relate to children with disabilities and special needs.
- Basic health care procedures, including First aide, CPR and specialized health care needs of medically fragile students
- Academic instruction/behavioral management

- Office practices, procedures and equipment.
- Record keeping techniques.
- Oral and written communication skills, including English usage, spelling, grammar, and punctuation to prepare correspondence and standardized reports.
- Sufficient human relations skill to communicate instructional concepts to others and convey a positive, service-oriented image of the program.
- Knowledge of safe work practices.

Ability to:

- Learn the goals and objectives of the Special Education Program.
- Effectively assist teacher in responding to student's medical emergency and behavior problems.
- Assist teacher in implementing lesson plans and presenting instruction in assigned areas.
- Prepare instructional materials as directed by the teacher.
- Speak and write effectively.
- Understand health policies and procedures; ensures student's rights to confidentiality and privacy.
- Assist students in toileting and personal hygiene and feeding.
- Perform all of the relevant duties of the position with minimal supervision.
- Analyze basic health care situations, develop and apply appropriate procedures, and respond effectively to emergencies.
- Maintain accurate records and confidentiality of sensitive information.
- Prioritize work in order to maintain schedules.
- Work effectively as part of a team and maintain cooperative relationships with all those contacted in course of work.
- Learn to apply techniques to handle behavior and assist physically and severely handicapped students in movement and specialized health care procedures.
- Work effectively with disabled students to elicit optimum student performance, and respond to parents as needed.
- Read, understand, and carry out oral and written instructions.
- Operate necessary program equipment in a safe and proper manner, including Hoyer lift and other lifting devices.
- Transport oneself between work sites, as needed.

Education and Experience:

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

Education:

- High school diploma or equivalent
- Coursework and training necessary to be licensed as a vocational nurse, including knowledge and skills necessary to perform a wide variety of health care procedures and techniques.
- BA/BS degree from an accredited college or university is highly desirable.

Experience:

- Any paid or volunteer experience working in an instructional environment.
- At least one year of experience in providing basic health care.

Licenses, Certifications and Testing Required:

- Licensed Vocational Nurse (LVN) required. A Registered Nurse license may be substituted.
- Current CPR Certificate, or obtain within the first six months of employment.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

- Sitting: Rarely
- Standing/Walking: Frequently
- Waist Bending: Occasionally to Frequently
- Neck Bending: Occasionally to Frequently
- Squatting: Frequently
- Climbing: Rarely
- Kneeling: Frequently
- Crawling: Rarely
- Neck Twisting: Occasionally to Frequently
- Waist Twisting: Occasionally
- Pushing/Pulling: Frequently to Continuously – up to 100 to 150 lbs. at a time (such as pushing wheelchairs)
- Running: Occasionally
- Reaching:
 - Above Shoulder: Occasionally
 - Below Shoulder: Frequently
- Lifting/Carrying:
 - 0-10 lbs: Frequently - weights carried 50 to 100 feet at a time
 - 11-25 lbs: Occasionally- weights carried up to 100 feet at a time
 - 26-50 lbs: Occasionally - weights carried 10 to 100 feet at a time
 - 51-75 lbs: Frequently - *with assistance* - weights moved several feet at a time for toileting and transfers
 - 76-150 lbs: Occasionally - *with assistance* - weights moved several feet at a time for toileting and transfers
- Hand Activities:
 - Repetitive Hand Use: Occasionally
 - Simple Grasping: Frequently
 - Power Grasping: Occasionally
 - Fine Manipulation: Rarely
 - Hand and Arm Twisting/Turning: Occasionally to Frequently
 - Computer Operation/Writing: Rarely
- Meet sometimes, strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance. For Preschool positions, this may include moving preschool equipment such as cots, tables, chairs; lifting infants and young children; perform twisting,

bending, pushing, pulling, lifting, stooping, reaching motions during interaction with students and their children.

- May be required to accompany students on field trips, which may require maneuvering into awkward positions or in narrow bus aisles.
- Must be able to lift and physically restrain students at times; to take appropriate action in emergency situations; and follow procedures in a calm, responsible manner.
- Rapid mental/muscular coordination.
- Speaking and hearing ability sufficient to hear over phone, carry on routine conversations, and communicate with students and instructors.
- Visual acuity sufficient to recognize people, words, and numbers and observe students in both a classroom and playground setting.
- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.
- Must be able to detect visual and non-visual warning signs of developing physical and emotional situations that may require attention from certificated staff.
- Must be able to express self effectively, verbally and non-verbally in classroom with staff, student, and parents.
- Must be able to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment.
- Must be able to monitor students and staff visually and non-visually to effectively assist in the management of an orderly and safe learning environment.

Work environment:

- Walking on uneven ground when outdoors
- Exposure to student illnesses, injuries, infections, and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions
- Work is performed in a classroom and/or playground environment with some exposure to health and safety considerations, such as bloodborne pathogens, minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other staff.
- A high volume of work and tight deadlines, continuous changing priorities and constant interruptions.
- Potential exposure to aggressive behavior of students and emergency situations.
- May require exposure to extreme weather conditions for moderate periods of time.
- Other Atmospheric Conditions include: Fumes and Odors (Human waste, cleaning solutions).

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.

- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Additional Information:

- When a position is designated as requiring a second language proficiency; signing proficiency; Braille proficiency, the employee may be entitled to a five (5) percent premium based on demonstrated proficiency in the skill area required.

Other:

- Revised: July 26, 2021
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission