



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Licensed Vocational Nurse (LVN)

Wage/Hour Status: Non-Exempt

Reports to: Student Health Services Director / Campus Principal

Pay Grade/Days: PP08/192

Dept./School: Student Health Services/Campus Assigned

Date Revised: January 2025

Primary Purpose:

Under the supervision of the Campus Registered Nurse or Director of Student Health Services, assist with implementation and maintenance of a comprehensive health services program for the campus. Provide direct health services to students.

Qualifications:

Minimum Education/Certification:

Graduate of an accredited vocational nursing program

Valid Vocational Nurse license to practice vocational nursing in Texas from the State Board of Nurse Examiners

Current certification by Texas Department of Health to conduct hearing and vision screenings; required within 1 school year of hire

Current Basic Life Support CPR Certification through the American Heart Association

Acanthosis Nigricans certification; required at start

Special knowledge/Skills

Knowledge of physical assessment skills and signs and symptoms of disease

Knowledge of continuing education credits required for license renewal every two years

Strong organizational, communication (verbal and written), and interpersonal skills

Ability to interpret policies and procedures; maintain emotional control under stress

Ability to multi-task, organize, and prioritize

Basic computer skills

Strong data entry skills

Bilingual communication skills preferred

Experience:

Minimum of one year nursing experience, preferably in pediatric nursing, school nursing, or community health.

Major Responsibilities and Duties:

Under the direction of the Registered Nurse (RN) or Director of Student Health Services:

1. Provide and document basic assessment of student health according to the LVN scope of practice standards; provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Provide input and follow Individual Health Plans (IHPs) created by the RN.
3. Serve as health advocate for students.
4. Notify parents of accident or illness, and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
5. Carry out mandatory screening programs, collect data, and complete required reports as directed.
6. Administer medications according to board policy and district procedures.
7. Perform screening procedures in coordination with the Campus RN.
8. Assist Campus RN with ongoing evaluation of campus health program and implementation of approved changes.

9. Serve as an emergency substitute for HCISD campuses.
10. Provide health counseling and instruction for groups and individuals.
11. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions as directed by the supervising RN.
12. Comply with policies established by federal and state law, Texas Board of Nursing, TX DSHS, State Board of Education, and Hays CISD board, in the area of health services.

Assist RN with:

13. Health referrals for students, teachers, parents, and the health care community.
14. Review of immunization records and referral of students to comply with TX DSHS immunization requirements.
15. SNAP software when applicable, to create, maintain, and provide reports, records, and other required documents, including clinic logs, medication records, monthly reports, screening results, accurate and updated IHPs, sub folder, and year end stats.
16. Proper administration, safety and security of medications, first aid, health supplies, and campus health equipment.
17. In the requisition of clinic supplies and equipment needed to maintain adequate clinic inventory.
18. Participation in MAC time studies/SHARS billing for identified students.
19. Providing community resources as available for continuity of and accessibility to care.

Professional:

20. Demonstrate behavior that is proficient, ethical, and responsible.
21. Comply with all district and campus routines and regulations.
22. Maintain confidentiality.
23. Maintain nursing license with the Texas Board of Nursing, certification in Basic Life Support, vision, hearing, scoliosis and Acanthosis nigricans screening applicable to campus grade level. Provide copies of all licenses, certifications, district required CNEs and training to Student Health Services.
24. Attend continuing nursing education training.
25. Participate in at minimum 75% of monthly nurse meetings annually.

Other

26. Perform other duties as assigned.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Supervisory Responsibilities:

None

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, pulse oximeter, AED, vision/hearing screening equipment, oxygen tank and regulator, ambu bag, epipen, nebulizer, glucometer, personal computer, copier, refrigerator, and other basic clinic equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #