



JOB DESCRIPTION

Job Title: Licensed Vocational Nurse (LVN)

Pay Grade: SI 05

Min \$27,974/Mid \$34,971/ Max \$41,969

Position subject to availability of Federal Funds

Reports To: Health Services Director, Principal,
& Campus/Lead Registered Nurse

FLSA Status: Non-exempt

Dept./School: Assigned Campus

Minimum Duty Days: 197 days

Primary Purpose:

Deliver school health services to students.

Minimum Requirements:

- High school diploma or GED from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission.
- Degree from an accredited licensed vocational nursing education program.
- Valid Texas LVN license issued by the Texas Board of Nursing.
- One year of LVN clinical experience preferably with school-age children.
- Valid Healthcare Provider CPR Certification.

Special knowledge/skills:

- Certified as American Heart Association Heartsaver CPR Instructor within one attempt from hire date.
- Valid certification in vision, hearing, spinal, and acanthosis screenings.
- Knowledge of limitations in providing health care services for students as per Texas Board of Nursing.
- Possesses information technology skills necessary to perform essential job requirements.
- Demonstrates ability to communicate effectively both in written and oral form.
- Strong organizational, communication, and interpersonal skills.
- Information technology skills necessary to perform essential job requirements.
- Ability to work effectively and harmoniously with administrators, teachers and other staff.
- Must obtain certificate to conduct vision, hearing, acanthosis, and spinal screenings within two attempts from hire date.

Major Responsibilities and Duties:

Direct health care

1. Works under the supervision of the campus/lead RN.
2. Follows LISD Health Services care protocols.
3. Coordinates and implements First Aid care for students under the supervision of an RN.
4. Assists in provision of direct care to sick or injured students; makes appropriate referrals as per LISD Health Services protocols.
5. Assists in supervision of sick and injured students until they can be placed in the care of parent/guardian.

6. Secures medical care for students in emergency cases as needed; communicates with parents/guardians or alternate emergency contacts on emergency action taken.
7. Maintains communication with parents/guardians and notifies them of accident or illness.
8. Maintains confidentiality of student health information and student health records in accordance with policy.
9. Administers medications according to LISD Health Services policy.
10. Performs special health care procedures according to LISD Health Services policy.
11. Maintains accurate and complete documentation of student care.
12. Participates in assessment and reporting of suspected child abuse.
13. Assists at other campuses as needed in the role of LVN.

Provides screenings and referrals

14. Coordinates and implements health screening programs including referrals and follow-up activities as required by the LISD Health Services program; assigns screening schedule to Health Assistant.

Promotes a healthy school environment

15. Reviews, evaluates and maintains accurate immunization data on students (assigned grade levels).
16. Ensures in assuring appropriate exclusion from and re-entry into school.
17. Reports notifiable diseases as required by state law.
18. Trains staff on First Aid and CPR as per Health Services schedule.

Liaison between school personnel, family, community and health care providers

19. Communicates with family through telephone calls and written communications.
20. Provides information to families on availability of community health resources.
21. Communicates with community health providers or agencies while maintaining appropriate confidentiality.
22. Maintains communication with campus RN, Principal, and Health Services Director or Nurse Leader regarding student health status or other health services issues.

Administration

23. Compiles, maintains, inputs and files all documentation as per LISD Health Services guidelines.
24. Maintains student health records as required by local and state policies.
25. Inputs immunization data onto electronic student database.
26. Completes all necessary forms; submits to RN for review.

Policies, operating procedures, and other requirements

27. Performs duties in an ethical and responsive manner with the defined limits of the rules and regulations of the Nurse Practice Act.
28. Attends Health Services Department's staff meetings and staff development activities.
29. Complies with all regulations, routines, and policies at the District, departmental, and campus levels.
30. Works harmoniously with other members of the health team (Director, lead RN, other campus RN's/LVN's/HA's).
31. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.
32. Performs such other duties as may be assigned.

Mental Demands/Physical Demands/Environmental Factors

- Ability to read;
- Ability to communicate effectively (verbal and written)
- Ability to maintain emotional control under stress
- Ability to operate personal computer and to access School Max health database
- Exposed to biological hazards, bacteria, and communicable diseases
- Work with frequent interruptions
- Moderate lifting and carrying
- Prolonged sitting, standing, and walking

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date