

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklinusd.org](http://www.rocklinusd.org)



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## Job Description

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<b>POSITION TITLE:</b>	Licensed Vocational Nurse (LVN)/Instructional Assistant
<b>SALARY PLACEMENT:</b>	Non-Represented Salary Schedule

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### SUMMARY:

Under general supervision, performs specialized health care procedures as needed, administers medications, provides first aid and completes other tasks delegated to the LVN/Instructional aide by the Health Services Supervisor/ classroom teacher, for designated students in the classroom and other school areas; assists teacher or other certificated employee in providing curriculum instruction to students (children/adults); performs related duties as required.

### SUPERVISOR:

This position reports directly to the Health Services Supervisor, School Site Administrator and Assigned Teacher.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties of this classification include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, the incumbent assists the certificated employee in providing curriculum instruction. This classification requires a Licensed Vocational Nurse (LVN) certification and incumbents are expected to provide first aid and life saving techniques to students without direct nursing supervision.

The essential duties and responsibilities for this position may include, but are not limited to, the following:

1. Provides specialized health care procedures as the needs of students dictate and as approved by the State Department of Education and Health Services including but not limited to; catheterization and instruction of self-catheterization, tracheostomy care, suctioning, tube feeding, oxygen therapy, ostomy care, blood glucose monitoring, operation of medical and/or mechanical devices required for the care of students, and dispenses medication.
2. Provides first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: elimination care, seizures, cardiac problems, menstrual cycle needs, anaphylactic shock, respiratory distress, insulin reactions, hypoglycemic reactions, dysreflexia, and safe handling of students with chronic infectious diseases.
3. Perform feedings for physically impaired students including gastrostomy tube feedings, nasogastric tube feedings, and specialized health care procedures for other feeding needs.
4. Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Service Plans, Individualized Education Plans or other written plans of care for students under the direction of the Health Supervisor.
5. Moves students to/from the floor, changing tables and wheelchairs.
6. Assists in lifting students from wheelchairs and/or adaptive equipment; places and positions/repositions students in therapeutic equipment; pushes wheelchairs and assists with walkers; assists students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.

7. Cleans and maintains portable toilets and supplies; completes accident and follow up reports.
8. Dispenses prescribed medication per RUSD policies and procedures, monitors students for any unexpected, abnormal or allergic reactions to medication and records medication and treatment given.
9. Assists Health Supervisor in mandated screening programs.
10. Appropriately documents all medical information, interventions and student outcomes, and appropriately communicates with Health Services Supervisor. Files health materials and records, prepares records, periodic and special reports, completes accident reports, and screens student records for compliance with immunization laws. Under the direction of the Health Services Supervisor, alerts parents of needed immunizations and maintains communication until records are provided. Under the direction of the Health Supervisor, participates in follow up of students with vision, hearing, and dental needs, scoliosis or other health issues.
11. May be required to ride a bus or other transport vehicle to provide nursing care to students being transported via district transportation service, as needed. May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care, as needed.
12. May attend student's IEP to participate in health related discussion.
13. Assists in the development and implementation of behavioral plans.
14. Communicates with parents and staff regarding student health information.
15. Assist in meetings and development of activities to ensure successful transitions take place between instructional settings.
16. Provide assistance and support to staff members.
17. Collaborate with a multi-disciplinary team on student needs.
18. Serve as a resource to site needs.
19. Attend all appropriate staff meetings, in-services, and workshops and other related professional meetings.
20. Willing to work at more than one school site.
21. Willing to work additional hours periodically.
22. Willing to travel locally.
23. Willingness and ability to receive updated training in the use of special physical health care procedures and behavioral intervention techniques for the developmentally delayed (as identified by the State Department of Education).
24. Demonstrates professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices. Works to identify and eliminate unsafe or unhealthful school and /or work area conditions.

25. Provides instruction to individual or small groups of students in a variety of subject areas such as math, reading, spelling, language arts, social studies, or art.
26. Uses a variety of study aids and techniques to reinforce skills/learning or present new academic concepts.
27. Assists individual students with daily assignments, remedial, or make up work; under supervision.
28. Monitors or administers a variety of tests and quizzes.
29. Corrects tests, work sheets, homework, or daily assignments.
30. Posts grades, behavior, test scores or student progress to record books, charts, or student folders.
31. Designs and prepares bulletin boards, displays of student work, charts, forms or other teaching aids.
32. Prepares a variety of instructional materials.
33. Assists with or operates a variety of audiovisual equipment such as projectors, tape recorders, or other learning machines.
34. Organizes work areas and assembles learning materials, study aids, supplies, or as instructional and audiovisual materials.
35. May be required to supervise students in cafeteria, playground or bus loading.
36. Provides assistance in the implementation of instructional and behavioral interventions for students with disabilities.
37. Performs other duties as assigned

**Knowledge of:**

- Knowledge of best practices and laws governing students with disabilities; skill in communicating assessment results both orally and in writing; interpersonal communication, consultation, and teamwork skills necessary to work effectively with students, parents, teachers and administrators
- Data-gathering methodology
- Knowledge of Special Education laws and procedures
- Effective consultation skills
- Competency in basic academic skills such as math, spelling, grammar
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- The general needs and behaviors of students

**Ability to:**

- Ability to understand and implement complex oral and written directions given in English
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Ability to recognize the first aid and health needs of students and make decisions as to appropriate solutions
- Ability to respond appropriately in emergency situations
- Ability to read and comprehend medical terms
- Ability to remain calm in stressful situations

- Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities
- Ability to adapt to individual needs of teachers and students and work with interruptions
- Ability to work harmoniously with students, staff, and parents and guardians

**EDUCATION:**

A high school diploma and successful completion of a Licensed Vocational Nurse Program is required.

**EXPERIENCE:**

Experience in school settings – preferably in the area of special education.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's License

Possession of a valid California State License as a Licensed Vocational Nurse

Current adult and child CPR card

Current first aid card.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Medical Category III**

1. Physical condition necessary for sitting or standing for prolonged periods of time.
2. Light to moderate lifting, pushing and pulling.
3. Speaking and hearing to communicate in person or over the phone.
4. Sufficient visual acuity to recognize words, letters, and numbers
5. Lifting over 50 pounds or carrying an object over 25 pounds.

Adopted: February 15, 2017

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**