DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	Licensed Vocation Nurse (LVN)	**Wage/Hour Status:**	Non-Exempt
Reports to:	Director of Nursing/Campus Principal	**Pay Grade:**	IS6
Dept./School:	Health Services	**Date Revised:**	7/27/2026

Primary Purpose: Implement district school health program and provide direct services to meet the needs of the students and staff under the direct clinical supervision of the Director of Nursing or school nurse (RN).

Qualifications:

Education/Certification:
High School diploma or GED
Valid Texas license (LVN) issued by the Texas Board of Nursing
Current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills:

- Knowledge of basic first aid
- Proficient keyboarding and file maintenance skills
- Ability to use software to develop databases and do word processing
- Ability to write routine reports and correspondence
- Strong organizational, communication, and interpersonal skills

Experience:
One-year experience in health-related position; experience working with school-age children

Major Responsibilities and Duties:

Nursing Services

- Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.
- Administer medication to students according to board policy and district procedures.
- Carry out mandatory screening programs, collect data, and complete required reports as directed.
- 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 Director of Nursing.
- Communicate with parents regarding individual students as directed by the school nurse (RN).
- Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.
- Distribute information to faculty or staff on health related topics as needed and as directed by the RN.
- Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the RN.

Clerical

- Maintain accurate and confidential student health records, including immunization records, medication administration records, and individual student treatment records.
- Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.

Compliance

- Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.
- Maintain confidentiality.

Other

- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to health clinic aide and health services aide.

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 (under 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
**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013.*

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.

Employee Print Name: _____

Employee Signature : _____ Date: _____