Little Cypress-Mauriceville CISD		Grant Funded Position for 2023-2024 School Year Only	
Job Title:	Licensed Vocational Nurse (LVN)	**Wage/Hour Status:**	Nonexempt
Reports to:	Principal, & Director of Health Services	**Pay Grade:**	Paraprofessional Group 4
Dept./School:	All Campuses	**Date Revised:**	6/23/2022

Primary Purpose:

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

Qualifications:

Education/Certification:
High School diploma or GED
Valid Texas license issued by the Board of Vocational Nurse Examiners

Special Knowledge/Skills:
Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)
Strong organizational, communication, and interpersonal skills
Proficient keyboarding and file maintenance skills
Ability to use personal computer and software to develop databases and do word processing
Ability to communicate effectively (verbal and written)

Experience:
Two year experience in health-related position, including contact with school-age children

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care for assigned students utilizing school health protocols and care plans established by the school nurse (RN) or medical advisor.

2. Administer medication to students according to board policy and district procedures.

3. Contribute to and implement the individualized student health care plans as established by the school nurse (RN).

4. Collaborate with special programs director, campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the students assigned.

5. Communicate with parents regarding individual students as directed by the school nurse (RN).

6. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs.

7. Collaborate with other professionals regarding implementation of health related Individual Education Plan (IEP) items.

8. Educate faculty or staff as needed on health related topics as directed by the school nurse (RN).

9. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the school nurse (RN).

Clerical

10. Maintain accurate student health records, including individual student treatment records.

11. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students assigned.

Compliance

12. 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.

13. Comply with all district and campus routines and regulations.

14. Maintain confidentiality.

Other

15. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

None

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, AED, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Exposure to biological hazards, bacteria, and communicable diseases.