



## Licensed Vocational Nurse (LVN)

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**Job Title:** Licensed Vocational Nurse (LVN)\*                      **Status:** Non-exempt  
**Reports to:** Health Services Coordinator/Campus Principal                      **Terms:** 187 days  
**Dept./School:** Assigned Campus                      **Pay Grade:** Paraprofessional 8

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### 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 school health coordinator or school nurse (RN).

### Qualifications:

#### Education/Certification:

High School diploma or GED  
Valid Texas license (LVN) issued by the Board of Vocational Nurse Examiners  
Current cardio pulmonary 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 preferred

### Major Responsibilities and Duties:

#### Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.
2. Administer medication to students according to board policy and district procedures.
3. Carry out mandatory screening programs, collect data, and complete required reports as directed.



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4. 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.
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 if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.
7. Distribute information to faculty or staff on health related topics as needed and as directed by the RN.
8. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the RN.

### Clerical

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

### Compliance

11. 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.
12. Maintain confidentiality.

### 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



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**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.*

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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.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Revised: 6/17/19