

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
LVN or LVN Floater		Assigned Campus	Principal Coordinator, Health Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	7	187	Non-Exempt	July 2023

Primary Purpose:

To provide direct services to meet the needs of the students and staff on the school campus or campuses.

The vocational nurse is responsible for implementing the district school health program under the clinical supervision of the School Health Coordinator or the School Nurse (R.N.), in a way that is best suited to the population of the campus.

Qualification Guidelines:

Education/Certifications:

Licensed Vocational Nurse with valid Texas license
Vision, Hearing, and Spinal Screening certification; CPR certification

Experience:

Two years' experience Community Health and/or pediatric nursing (preferred)

Special Knowledge/Skills/Abilities:

Knowledge of the nursing process
Problem solving skills
Knowledge of school law relating to health services and special education
Familiarity with computers

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Diagnostic screening equipment; standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing; occasional kneeling, squatting, bending, stooping

Motion: Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; frequent driving

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Frequent prolonged and irregular hours; potential for exposure to bacteria, blood borne pathogens, communicable diseases; frequent districtwide travel

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Mental Demands: Maintain emotional control under stress; work with frequent interruptions

Major Responsibilities and Duties:

1. Acquire and maintain current knowledge and competency in school health practice, and complete mandated continuing education requirements to maintain LVN license.
2. Practice within the defined limits of the Texas Vocational Nurse Practice Act.
3. Use effective written, verbal and non-verbal communication skills.
4. Plan health appraisal schedule with school administrators and health service coordinator.
5. Collaborate with the campus principal, school counselor, teacher, parents, registered nurse, and other staff regarding the health needs of the general population and those students with identified health conditions.
6. Provide direct care utilizing school health protocols and care plans established under the direction of the Coordinator, Health Service.
7. Maintain accurate student health records, including immunization records, medication administration records, screening records, and individual student treatment records.
8. Administer annual required screening procedures to pupils, and complete required reports.
9. Contribute to and implements the individualized student health care plans as established by the RN or Coordinator, Health Services.
10. Attend ARD meetings of students with identified health needs, collaborating with members of the team regarding implementation of the Individualized Education Plan.
11. Make home visits when necessary.
12. Communicate with parents regarding individual students.
13. Participate in meetings of professional and school nurse organizations.
14. Maintain a file of community, state, and other resources applicable to the school health program.
15. Maintain an emergency card file.
16. Make arrangements for professional medical care in the event of serious injury or illness when a parent or guardian is not available.
17. Keep a daily record of each student seen.
18. Maintain adequate supplies in health room and assists in plans for annual budget for health supplies.
19. Participate in staff meetings and professional growth activities.
20. Under the direction of the RN, guide unlicensed assistive personnel in specific tasks, including medication administration and other health-related tasks.
21. Interpret the requirements of the State of Texas Immunization Law and maintain compliance with these requirements including notification to parents on updating immunizations.
22. Report any case of suspected neglect or abuse to the Department of Human Services, the Police

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Department, the building administrator, and the Coordinator, Health Services.

23. Report any case of disease as outlined in Senate Bill 1064 "Communicable Disease and Prevention Control Act" to the local health authority.
24. Report potential health/safety hazards in school to the principal.
25. Promote wellness and provides information to facilitate healthy lifestyles among students and staff.
26. File reports as required by the Texas Education Agency and state or local Health Department.
27. Maintain student/staff confidentiality.
28. Deliver care in a manner that is sensitive to student/staff diversity, and promotes and preserves student, staff and family autonomy and dignity.
29. Use available technology as appropriate to the school setting.
30. Implement established district policy.
31. Perform related duties as assigned.

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