

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT II (Licensed Vocational Nurse)

BASIC FUNCTION:

Under the direction of an assigned supervisor and credentialed school nurse, assist staff in providing health care services to designated students with specialized physical health care needs, under the guidelines provided by credentialed school nurse; assist certificated employees in providing instructional and clerical support in a classroom or other learning environment. Health Assistant II (Licensed Vocational Nurse) position is itinerant and may be assigned to different assignments throughout the school year based on student needs.

ESSENTIAL FUNCTIONS (may include, but are not limited to the following):

Perform medical and specialized health care procedures as dictated by the students' needs and according to established guidelines approved by the State Department of Education and Health Services, including but not limited to: catheterization, tube feeding, tracheostomy care, suctioning, ostomy care, oxygen therapy, seizure care, diabetic care, medication administration and related procedures.

Assists students with specialized health care needs; i.e. following a student's individualized health care plan with training and direct/indirect supervision from credentialed school nurse.

Provides first aid and care for students with health symptoms as needed, with referral to the credentialed school nurse as warranted.

Assists students with physical care activities of daily living; i.e. toileting routines, lifting, feeding, transfers, and using adaptive equipment.

Under the direction of a credentialed school nurse, performs a wide variety of nursing and clerical duties in support of the school health office, including maintenance of health records, preparation of reports, inventory of supplies, and assistance with health screenings.

Complete and maintain accurate records/logs of procedures and services provided.

When appropriate, participate in classroom behavior management programs.

When appropriate, supervise individual students and groups of students to assure safety during bus loading and unloading, in the cafeteria, on the playground and when accompanying student(s) on a school bus, and/or field trip as assigned.

When appropriate, assist staff in the instruction and supervision of individual or groups of students. This may include reinforcing instruction, monitoring, and overseeing student drills, practices, remedial exercises, tests, and assignments in various subjects.

Attend and participate in a variety of health-related meetings and/or trainings, parent meetings, as directed by assigned supervisor and/or credentialed school nurse, to share and/or learn information and/or skills.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

First aid, CPR and health care practices and procedures.

Basic medical terms, procedures and equipment.

Symptoms of communicable and other childhood related diseases.

Basic medication administration and evaluation of medication effects and related procedures.

Basic methods used for cleaning and sanitizing.

Proper lift and transfer techniques.

Health and safety regulations.

Relevant California Education Codes, Federal, State, County and District policies.

Emergency medical resources available in the community.

Basic record-keeping techniques and report writing.

Modern office methods and equipment, including computers and application software.

Safe and proper operation of standard medical, office and classroom equipment.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Correct English usage; grammar, spelling, punctuation, vocabulary and mathematical concepts.

Oral and written communication skills.

Basic subjects taught in District schools, including math, grammar, spelling, language and reading.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Recognize the first aid and health needs of students to make decisions as to appropriate solution. Administer first aid and CPR.

Establish priorities and respond appropriately in emergency situations.

Read and comprehend medical terms.

Learn and apply appropriate nursing methods and procedures with clearly defined guidelines.

Independently recognize the health/welfare needs of students.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand, manage and relate to students with special needs, i.e. behavioral problems, learning and physical disabilities.

Learn, explain and apply applicable rules, regulations, policies and procedures.

Maintain routine records.

Perform clerical duties related to student health care.
Maintain a clean, safe and orderly classroom learning environment.
Work with discretion and in confidence with student information.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Organize instructional materials.
Make judgments and decisions and adapt to perform a variety of duties involving frequent interruptions, changes of tasks, aptitudes, techniques, procedures, etc.
Establish and maintain cooperative and effective working relationships.
Work independently with or without direct supervision.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate standard medical, office and classroom equipment.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information in person and on the telephone.
Reach overhead, above the shoulders and horizontally.
Sufficient strength, body movement and mobility to use proper lifting methods and maneuver students in and out of vehicles.
Walk, climb up and down stairs, and get in and out of cars, vans and buses.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and sufficient training, education and experience working with school aged children and/or work experience in a medical or health related field to demonstrate the ability to perform the duties as described. Knowledge of medical procedures associated in working with students with special health care needs.

LICENSES AND OTHER REQUIREMENTS:

Valid Licensed Vocational Nurses (LVN) certificate.
Valid First Aid and CPR Certificate issued by an authorized agency, BLS included.
Valid California Class C Driver's License.
Floor lift 50 pounds and arm lift 50 pounds.

OTHER REQUIREMENTS:

Personal transportation for job-related travel.
Willing and able to be trained and receive updated training in specialized health care procedures, equipment, and instructional and behavioral intervention techniques.
Willing and able to ride the bus with assigned student(s).
Willing and able to travel to multiple school sites in a day.
Participation in field trips that may require extended hours and/or days such as after school and/or overnight as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings in and around classrooms, office, campus, playground, school bus and community environments. Constant interruptions.

HAZARDS:

Exposure to and possible contact with bodily fluids and/or blood borne pathogens.
Abusive and potentially harmful outbursts from students.

BOARD APPROVED: June 24, 2025