

Goleta Union School District

School Office Assistant/Licensed Vocational Nurse

Basic Function

Under the direction of an assigned Principal and Assistant Superintendent, Pupil Personnel, perform a variety of clerical duties in support of assigned school office; assist in the care of ill or injured students; administer routine first aid and emergency treatment. Under the supervision of the School Nurse, provide specialized health which may include feeding, dispensing medication, administering insulin, tracheotomy tube suctioning, etc.

Representative Duties

Perform a variety of office functions and activities in support of assigned office;

Perform routine attendance duties as assigned; verify absences as needed; prepare and maintain attendance and absence reports and lists according to established procedures.

Assist instructors with a variety of activities, including arranging field trips, typing, duplicating and laminating materials, scheduling conferences, maintaining records and files and other activities as assigned.

Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies and procedures and student information.

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; apply and explain District policies and school procedures and regulations.

Assist with enrollment procedures; create new cum and computer files and records as necessary.

Assist with other areas of an assigned office including revolving transportation-related issues, calculating daily lunch counts, monitoring students sent to the office for disciplinary reasons, assisting with PTA activities and other activities as assigned.

Prepare for health screening of students, and assist in physical, vision, hearing and dental examinations.

Record health history and the results of health screening examinations.

Perform specialized health care procedures for students following an Individual Health Care Plan (IHCP) that has been developed by the school nurse. Specialized care in IHCP may include but is not limited to the following: diabetic testing and administration of medication, catheterizations, tracheotomy care, suctioning, oxygen therapy, vagal nerve stimulation and administration of rectal diastat.

Assess illness and injuries and apply first aid as needed; assess and assist students with seizures; check for head lice, skin abnormalities, and other conditions.

Assist disabled students in areas related to activities of daily functions such as feeding, toileting, exercises and positioning.

Provide emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures and other medical emergencies.

Administer first aid to students and staff; dispense medications as ordered by a physician following the Nurse Practice Act and other state and federal regulations, and monitors for any unexpected, abnormal or allergic reactions to medications; prepare and maintain related records; notify parents of ill or injured students as needed.

As directed by school nurse, review student immunization and health records and assist families to assure compliance with immunizations laws.

Effectively create and maintain records, and accurately compile and complete required reports.

Observe health and safety regulations

Establish and maintain cooperative and effective working relationships with others while using interpersonal skills of tact, patience and courtesy.

Plan and perform a variety of office functions and activities in support of assigned office;

School Office Assistant/Licensed Vocational Nurse

Prepare a variety of written materials including reports, records, schedules, correspondence, memoranda, health appraisals, bulletins, newsletters, and statistical data; input and update data on a computer and generate lists and reports as required.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Child / Adolescent development and guidance principles related to disabled and /or at-risk youth including family and community involvement.

Medication management of students

Modern medical terminology, equipment and techniques

Operation of specialized medical equipment, machines, and instruments

Basic diagnostic methods for medical conditions and diseases

Accepted methods and principles of personal hygiene

Specialized health care procedures and crisis intervention techniques

Public health agencies and local health care resources

CPR, first aid, and appropriate activities for the care and disposition of special needs students

Universal precautions in handling blood or body fluids.

Emergency service agencies within the close proximity of the assigned school sites.

Modern office practices, procedures and equipment including operation of a computer.

Record-keeping techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform routine clerical duties and maintain records, operate a computer and a variety of office equipment

Provide specialized health care as defined in the California Administration Codes.

Perform a variety of specialized health care procedures

Recognize the need to provide for the personal privacy and dignity of physically handicapped children.

Lift children in and out of wheelchairs, braces, and other orthopedic equipment.

Maintain emotional control in difficult situations.

Perform routine clerical duties and maintain records.

Work independently and confidentially with discretion.

Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Communicated clearly and concisely, both orally and in writing.

Understand and follow oral and written directions.

Analyze situations accurately and adopt an effective course of action.

React calmly, effectively and efficiently under stressful situations and emergencies.

School Office Assistant/Licensed Vocational Nurse

Licenses and Other Requirements

Current California LPN, LVN or RN license/certificate required.

CPR/First Aid Certificate

Valid CA Drivers License

Working Conditions

Environment

School Office

Classroom/playground

Occasional travel between school sites.

Physical Demands

Dexterity of hands and fingers to operate various health-related equipment.

Lifting and/or moving up to 35 lbs.

Stoop and/or kneel.

Bending at the waist.

Turning/twisting.

Hazards