

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: LICENSED VOCATIONAL NURSE/PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, provide basic nursing techniques and direct patient care and provides specialized health care procedures as needed for designated students under guidelines provided by student's medical doctor or the under the direction of a school nurse; assist school nurse, certificated teaching staff, therapist, and other specialists in providing instruction to individuals or small groups of students assigned to special education programs/services, participating in a variety of instructional support duties in multiple settings; reinforce, monitor and report on student progress regarding behavior and instructional performance, as directed by the certificated staff; perform a variety of clerical duties as assigned.

NOTE: Paraeducators may be assigned within any and all programs as needed to meet the needs of the students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist certificated teaching staff in providing and reinforcing instruction to individuals or small groups of students in a variety of classroom and educational settings; utilize recommended methods of instruction and communication modalities to achieve goals and objectives set forth in the Individual Education Plan (IEP) and/or California State Standards, who are English proficient, non-English proficient or limited English proficient within general and special education classrooms.

Perform clerical duties including maintaining records, student data sheets and records of student progress; prepare a variety of reports including written legal reports regarding students removed from school for disciplinary reasons, reports for probation officers, and special incident reports regarding action and safety of students as necessary.

Communicate with teachers, specialists and therapists concerning strategies, programs and materials to meet student needs; serve as a liaison for certificated staff and other specialists regarding parent questions and concerns; collaborate with team member to support students' needs and progress.

Assist teachers in the instruction and supervision of students with behavior or emotional problems; observe and manage behavior and interactions of students according to approved procedures; report progress regarding student performance and behavior.

Operate office equipment such as but not limited to a copier, fax machine, computer and laminator as necessary.

Assist with the instructional environment including indoor and outdoor; lead and monitor playground activities and movement education/physical education; set up work areas, displays and exhibits, operate audio-visual equipment, operate educational training equipment; distribute and collect

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materials and supplies; prepare educational materials and correct student assignments. Assist in the planning for and completing the inventory of supplies, collect, assemble and distribute materials and equipment to meet the learning needs of the students; order instructional materials, when necessary.

Adhere to all health and safety practices and procedures; assist in maintaining a clean and orderly classroom and indoor and outdoor learning environment.

Respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day; document seizures or other identified conditions per protocols or interventions and complete required record keeping.

Assist and supervise students in individual and group settings including indoor and outdoor environments within the school campus, community based instruction, field trips, and job locations for skill development; transport students as assigned.

Accompany special education or alternative education students to general education classrooms when needed for successful integration; assist general education teacher in adapting and modifying classroom materials and instruction for use by students.

Accompany special education and alternative education students to an alternative space or room when they are in crisis; using Special Education Local Plan Area (SELPA) or school approved de-escalation techniques and approaches, assist students in resolving problems; and redirect students.

Assist students in the use and care of various orthopedic devices including performing simple maintenance tasks on wheelchairs, walkers, and other equipment or other assistive devices; as appropriate and as needed; under direction and guidance of certificated staff and specialists.

Assist and supervise students in the use of classroom computers, educational technology and adaptive equipment; set up equipment for use; and assist students with electronic communication devices as needed.

Demonstrate respect and dignity to all students; attend to the educational, emotional, physical and overall safety of students who are non-ambulatory, have limited mobility, or independently mobile; are verbal, non-verbal, or use alternative communication system, promoting safe independence to the extent possible.

Provide appropriate supervision and continue educational instruction and program for students regardless of the presence of the professional staff.

Attend and participate in staff meetings, in-service training programs and other meetings as assigned.

Perform special feeding and positioning techniques as prescribed; administer specialized health care procedures; administer prescribed medication to students under the direction of school nurse, teacher, therapist, or specialists.

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Implements specialized health care procedures under the Licensed Vocational Nurse scope of practice including but not limited to: catheterization, blood pressure monitoring, tracheotomy care, oxygen therapy, ventilator care, vital sign monitoring, oxygen level monitoring, glucose testing/carb counting and insulin delivery, g-tube feeding, rectal diastat, and other duties that require nursing assessments as instructed, monitored and directed by the school nurse.

Assist students ranging from birth to age 22 with self-help and personal hygiene skills including but not limited to feeding, tooth brushing, toileting, and dressing; perform diapering and toilet training activities and techniques including catheterization, as needed.

Provide instruction and academic support to students in all core standard and modified curriculums in subject areas aligned to California State Standards including pre-algebra and algebra, English, language arts, etc. for students working toward achieving a California high school diploma, GED, or certificate of completion.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs, problems, learning styles, and requirements of students with behavior and emotional problems and special needs students.

Child guidance principles and practices.

Principles of group behavior and dynamics.

Basic core standard curriculum subjects taught in schools, including arithmetic, pre-algebra and algebra, grammar, spelling, language arts and reading.

Safe practices in classroom, on playground, at indoor/outdoor activities, and on school campuses.

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

Oral and written communication skills demonstrating correct use of English.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Basic universal health care practices and techniques.

Emergency school procedures and practices.

Basic practices of first aid, CPR, universal precautions, bloodborne pathogens and communicable diseases.

ABILITY TO:

Assist certificated staff with instruction and related activities of the assigned learning environments.

Assist students in developing independence, self-help and social skills.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Establish and maintain effective working relationships with others including students, parents, faculty and the public.

Communicate effectively both orally and in writing with students, parents and adults.

Operate various instructional, therapeutic and office equipment.

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Establish and implement consistent, firm, and appropriate limits.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for students.

Follow and modify lesson plans to fit individual student needs.

Demonstrate a patient, respectful understanding and receptive attitude toward students with special needs, including those with disruptive emotional characteristics.

Understand and apply rules, regulations, policies and procedures.

Use educational technology appropriately.

Perform clerical duties such as filing, duplicating and maintaining records.

Perform basic health care services for students with special needs.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Level of education necessary to obtain a California Licensed Vocational Nurse License. Experience in teaching, care and assistance with students or individuals with special needs.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to pass a basic skills proficiency exam.

Some positions may be required to translate (written and orally) in a designated second language.

Some positions in this class may be itinerant and/or require travel from site to site or with students during school day.

Valid California driver's license.

Basic First Aid and valid CPR certificate issued by an authorized agency.

Valid Licensed Vocational Nurse Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environments for general and special education students and a variety of school campuses.

Indoor and outdoor environments, such as but not limited to public or private community sites and field trip locations, job sites, and other school related event locations and environments.

Travel in vehicles (i.e. car, school bus, van, public transportation) as required.

PHYSICAL DEMANDS:

Lifting and carrying moderately heavy equipment, materials, and supplies.

Lifting students who weigh up to 50 lbs. (up to 20 lbs. for Dan Jacobs), participate in team lift of students who weigh over 50 lbs.

Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment as well as grasp and hold equipment and students safely.

Bending at the waist, kneeling, squatting, stooping or crouching to assist students.

Seeing to read, with or without visual aids, a variety of materials and computer screens and visually supervise student activities.

Hearing and understanding speech at normal room levels and on the telephone.

Speaking in audible tones so that others may understand clearly in normal conversations, in training

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sessions, and meetings.

Drive a vehicle to transport students as assigned.

Accompany students on school bus, van, or public transportation.

Standing or sitting for extended periods of time.

Pushing or pulling students in wheelchairs, sling lifts, standards, etc., and/or guiding use of orthopedic equipment and supports, such as but not limited to walkers, pacers, etc.

HAZARDS:

Contact with dissatisfied or abusive individuals (physically and verbally).

Potential for contact with bodily fluids and infectious and communicable diseases.