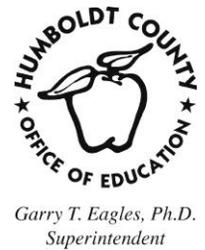


HUMBOLDT COUNTY OFFICE OF EDUCATION
Licensed Vocational Nurse/Instructional Assistant
For the Medically Fragile



Garry T. Eagles, Ph.D.
Superintendent

Job Summary

Under direct supervision of the classroom teacher and school principal, and under general supervision of the RN for the Medically Fragile and School Nurse, to conduct necessary medical procedures; to instruct students individually or in groups with prescribed learning objectives; and to perform related tasks as required.

Examples of Duties

Performs specialized physical health care services (for example: clean intermittent catheterization, injections, suction, gavage feeding, and drainage); implements a health maintenance plan to meet each student's needs; administers medications as prescribed; works with students individually or in small groups to tutor, reinforce, or follow up on learning activities; assists in physical development and fitness, communication, personal hygiene (i.e., feeding, grooming, toileting), academic learning and vocational skills; responds appropriately to emergency medical needs of students; supervises classroom, outdoor playground, community mobility, and field trip activities; provides for protection and safety to all students assigned; uses established guidelines as a pattern to individualized instruction to needs of each learner; assists children in self-reliance; prepares materials for academic learning and art activities; provides instruction and assists with classroom preparation and clean up; operates assistive devices such as orthopedic braces, supports, and teaching devices.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence; a valid LVN certificate; one year of working in the medical field desirable. Training or experience working with special needs children is also desirable. A passing score on the Instructional Aide Proficiency Test is required.

Knowledge of:

- Broad range of health issues and care devices;
- Community resources related to health;
- Emergency medical resources available to the community;
- Basic concepts of child development and behavior characteristics;
- Laws related to child health, welfare and attendance;
- Learning patterns and behavior;
- Reading and writing in English;
- Number concepts.

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Ability to:

- Maintain a continuing relationship with the same students and staff over a prolonged period of time;
- Perform specialized medical procedures as assigned;
- Administer necessary medications;
- Recognize hazards to safety;
- Communicate with children and motivate them to participate in learning activities;
- Learn to teach in special subject matter areas or teach children who have special learning needs;
- Maintain emotional control under difficult situations;
- Learn and adapt to new procedures and conditions;
- Apply knowledges and practices with judgment;
- Learn laws, rules, practices, and procedures related to public education for children and related to the program to which assigned;
- Maintain professional competency;
- Perform routine clerical work;
- Speak distinctly in English or communicate in sign language;
- Supervise children in the classroom and out of doors;
- Follow oral and written directions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as contracts, spreadsheets, texts, catalogs, etc.;
- Communicate effectively via telephone, computer modem and in person;
- Push and/or pull weights up to 100 pounds, lift and carry weights up to 50 pounds by one individual unless using wheeled equipment, in which case these limits may be exceeded.

(Consideration will be given to requests for reasonable accommodation for the physical requirements.)

Range 35

Personnel Commission Approved: 01/14/92

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