



2026 EXTENDED SCHOOL YEAR LICENSED VOCATIONAL NURSE (LVN)

Dates: June 16, 2026 - July 16, 2026



PALO VERDE UNIFIED SCHOOL DISTRICT

(Classified Management)

At this time the District is opening the position of Extended School Year Licensed Vocational Nurse (LVN). If you are interested, please complete the bottom portion of this form and return it to Christina Fabanich in the Personnel office by April 20, 2026 @ 3:30 PM.

Definition:

Under the direction of the District Nurse II and site administrator, performs specialized health services for students in regular and special education, maintenance of appropriate health practices among pupils in the District, administer basic first aid as needed, assist in the screening of pupils for vision and hearing, assist with the monitoring of required immunizations, assist with the maintenance of pupil health records; provide health related information to staff and parents, performs community outreach activities, and do related work as directed by the District Nurse II.

Distinguishing Characteristics:

Positions allocated to this class perform various health care services for the District for all school and all student programs, acts as liaison between various community agencies and service organizations for full care health programs, and assist District Nurse II with parent and staff education related to health issues.

Examples of Duties:

1. Apprise District Nurse II and site administrator, if appropriate, regarding specific problems, including changes in medical status, possible abuse or neglect, etc.
2. Administer first aid and emergency care to ill or injured students and staff.
3. Comply with federal and state laws, district policy and procedures, and the student's Individual Education Plan (IEP).
4. Monitor and maintain records concerning student immunizations and required physical exams and other health care requirements for all students including the Head Start and Migrant programs.
5. Assists with hearing and vision screenings.
6. Make home visits and telephone contacts to obtain health data or other pertinent information.
7. Provide health care counseling to parents and school personnel when appropriate.
8. Transport injured or ill children or those having nuisance diseases from school to home.
9. Prepare, present, or assist in-service training programs for CPR instruction to various employee groups.
10. Assist with the preparation of a variety of records and reports.
11. Attend conferences, workshops, and in-service programs as needed.
12. Administer oral medications via oral, subcutaneous (SQ), or intra muscular route (IM), as ordered by physician.
13. Performs other duties as required or as assigned.

Knowledge and Abilities:

Knowledge of: Techniques and procedures for administering first aid; the recognition and treatment of common communicable diseases; basic principals and procedures of general health care practices; health office procedures including clerical practices and use of office machines; medical terminology. Universal Precautions (UP), use of Personal Protective Equipment (PPE), Knowledge of Infection Control Practices, Pharmacology, Patient Education, Pediatric Nursing, Nutrition, and normal growth and development.

Ability to: Analyze situation and indicate an effective course of action; learn and apply policies and procedures of the District's student health program; prepare and maintain accurate and complete health records and reports; present a variety of health care training and instructional presentations to students and parent groups, understand and follow oral and written directions; establish and maintain effective relationships with those contacted of work; obtain automobile insurance.



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Education and Experience:

Graduate of accredited school for Licensed Vocational Nursing (LVN).

Required Licenses and/or Certificates:

Possession or ability to possess an unrestricted California Vocational Nurse License. Possession of a valid and appropriate California Driver's License; have an acceptable driving record and qualify for insurability by the District's insurance carrier, possession of a standard First Aid Certificate; possess a current Cardiopulmonary Resuscitation Certification.

Skills:

Type at a speed sufficient to perform the typing duties required of the position.

Improving Learning...Together

Special Requirements:

Willingness to drive the District Health Van in the performance of assigned duties.

Physical Abilities:

1. Visual capability to administer medical care, read handwritten or typed documents and equipment screens and readouts.
2. Able to conduct oral and written communication.
3. Able to hear normal range verbal communication (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, walk.
5. Able to climb slopes, stairs, and ladders.
6. Able to sit for sustained periods of time.
7. Able to lift up to 30 pounds.
8. Able to carry up to 30 pounds.
9. Able to exhibit full range motion for shoulder external rotation and internal rotation.
10. Able to exhibit full range motion for shoulder abduction and adduction.
11. Able to exhibit full range of motion for shoulder extension and flexion.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for back and lateral flexion.
14. Able to exhibit full range of motion for hip flexion and extension.
15. Able to exhibit full range of motion for knee flexion.
16. Able to operate office machines and equipment in a safe and effective manner.
17. Able to work with disinfectants, sanitizers, and medicinal chemicals without allergic reaction.
18. Able to operate a motor vehicle in a safe and effective manner.

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NAME: _____ PHONE: _____

HOME ADDRESS: _____

CURRENT POSITION: _____ SITE: _____

QUALIFICATIONS: _____

PLEASE RETURN THIS FORM TO PERSONNEL NO LATER THAN April 20, 2026 @ 3:30 PM