



Posting

(Vacancy Announcement)

Position Title: Licensed Vocational Nurse (L.V.N.)

Posting Date: November 12, 2009

Deadline: Until Filled

Location: Memorial High School

Salary Range: \$21,692 - \$27,212

Length of Work Year: 187 days

Education (Certification/License): High School diploma or GED.

Valid Texas license issued by the Board of Vocational Nurse Examiners.

Experience: One year experience in health -related position, including contact with school -age children.

Special Knowledge/Skills:

- Knowledge of basic first aid and cardio pulmonary resuscitation (CPR).
- Strong organizational, communication, and interpersonal skills.
- Proficient keyboarding and file maintenance skills.
- Ability to use personal computer and software to develop databases and do word processing.
- Ability to communicate effectively (verbal and written).
- Provide direct care utilizing school health protocols and care plans established by the school nurse (RN) or medical advisor.
- Administer medication to students according to board policy and district procedures.
- Implement mandatory screening programs and complete required reports.
- Contribute to and implement the individualized student health care plans as established by the school nurse (RN).
- Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions.
- Communicate with parents regarding individual students as directed by the school nurse (RN).
- Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if school nurse (RN) is unable.
- Collaborate with other professionals regarding implementation of health related Individual Education Plan (IEP) items.
- Educate faculty or staff as needed on health related topics as directed by the school nurse (RN).
- Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the school nurse (RN).
- Maintain accurate student health records, including immunization records, medication administration records, and individual student treatment records.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.
- Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
- Comply with all district and campus routines and regulations.
- Maintain confidentiality.
- Perform other duties and functions as assigned by the Principal and Registered Nurse.

Application Procedures:

District Employees:

Letter of Interest and updated résumé.

Non District Applicants:

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application .
4. Copy of transcript(s) .
5. Criminal record release .

Contact Person: Jimmy Wyble

Contact Numbers