

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE LICENSED EDUCATIONAL NURSE (ELVN)

BASIC FUNCTION:

Under the direct supervision of the Program Administrator or School Nurse, provides specialized physical health care services to meet student's medical and physical needs in an educational setting; assists students with health related needs; assists students with self care needs; communicates with parents, school site and personnel on health related matters; performs clerical tasks related to the medical needs of students and program.

REPRESENTATIVE DUTIES

The following duties are examples of assignments performed by incumbents in this classification. It is not a

Understand and carry out oral and written instructions.
Exercise judgement and discretion.
Establish and maintain cooperative and effective work relationships.
Maintain accurate and current records and files.
Maintain confidentiality of student records.
Operate standard office equipment, including computers and related software.
Maintain CPR and First Aid certifications.

REQUIRES:

Passing a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements and merit system rules.

EDUCATION AND EXPERIENCE:

High School diploma, or equivalent, completion of a training program in Vocational Nursing, some experience utilizing nursing licensure. Experience in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Licensed Vocational Nurse
Valid First Aid and CPR certificates
Valid California Driver's License

WORKING CONDITIONS:

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

PHYSICAL DEMANDS:

Incumbents stand and sit for long periods of time.

Approved by the Personnel Commission July 14, 2021

A handwritten signature in blue ink, appearing to read "M. Perry", is written over a light purple rectangular background.

Marisa Perry
Director – HR/Classified Personnel Services

Date: 07/14/21