


OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

December 10, 2014

<b>Legislative File</b>	
File ID Number:	14-2369
Introduction Date:	12/10/2014
Enactment Number:	14-1989
Enactment Date:	12/10/14
By:	

TO: Board of Education

FROM: Antwan Wilson, Superintendent  
Brigitte Marshall, Chief Talent Officer, Human Resources Services and Support

SUBJECT: **Repeal/Create Positions, Approve Job Descriptions, Authorize FTES and Salary Ranges - Technician, 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services in Community Schools and Student Services Department**

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-0109 – (a) Repealing Resolution No. 1314-1134 (Legislative File No. 14-1266, Enactment No. 14-1229), and, as stated herein, (b) Creating Positions, Authorizing FTEs, Approving Job Descriptions and Salary Schedules for the following positions: Technician, 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services in Community Schools and Student Services Department.

**DISCUSSION**

The Board, on June 25, 2014, as requested, approved Resolution No. 1314-1134, which created the following classified-represented positions: Aide Technician, 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services in Community Schools and Student Services Department (then known as Family, School and Community Partnerships Department). Due to an error when submitted, the salary ranges were stated in that resolution as specified below; however, at that time, the salary schedules had not been approved by the Alameda County Office of Education. Therefore, resolution 1415-0109, is a request to create the positions with the salaries as stated, because Alameda County Office of Education has now approved them.

**Community Schools and Student Services Department**

**Create**

Position Title/FTE

Aide Technician, 504 Itinerant,  
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME

Range Aide Technician: 10-month: \$24,956.60 - \$30,349.69  
12-month: \$32,245.90 - \$39,214.21

10 months, 202 days, 7.5 hours

12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

Tier 3 TIIG,  
0522-968

**Create**

Position Title/FTE

Licensed Vocational Nurse,  
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME

Range LVN: \$32,649.08 - \$39,697.43

10 months, 207 days, 7.5 hours or duty days and hours as assigned

**Funding**

Tier 3 TIIG,  
0522-968

The Board is requested to correct the June 25, 2014 action by adopting Resolution No. 1415-0109.


A Meet and Confer has been conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

Aide Technician, 504 Itinerant and Licensed Vocational Nurse will both be funded by Tier III TIIG.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1415-0109 – (a) Repealing Resolution No. 1314-1134 (Legislative File No. 14-1266, Enactment No. 14-1229), and, as stated herein, (b) Creating Positions, Authorizing FTEs, Approving Job Descriptions and Salary Schedules for the following positions: Technician, 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services in Community Schools and Student Services Department.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-0109**

**Repeal/Create Positions, Approve Job Descriptions, Authorize FTES and Salary Ranges - Technician, 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services in Community Schools and Student Services Department**

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, the Board, on June 25, 2014, approved Resolution No. 1314-1134 (Legislative File No. 14-1266, Enactment No. 14-1229), which created classified-represented positions in the Community Schools and Student Services Department (then Family, School and Community Partnerships Department), as specified below:

**Create**

Position Title/FTE

Aide Technician, 504 Itinerant,  
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME  
Range Aide Technician: 10-month: \$24,956.60 - \$30,349.69  
12-month: \$32,245.90 - \$39,214.21

10 months, 202 days, 7.5 hours  
12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

Tier 3 TIIG,  
0522-968

**Create**

Position Title/FTE

Licensed Vocational Nurse,  
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME  
Range LVN: \$32,649.08 - \$39,697.43

10 months, 207 days, 7.5 hours or duty days and hours as assigned

**Funding**

Tier 3 TIIG,  
0522-968

, and

**WHEREAS**, the salary ranges were stated in that resolution as specified above without the required approval by the Alameda County Office of Education, and

**WHEREAS**, the salary schedules have been submitted and approved by the Alameda County Office of Education, and



**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby repeals Resolution No. 1314-1134 (Legislative File No. 14-1266, Enactment No. 14-1229); and

**BE, IT FURTHER RESOLVED**, that the Board creates the respective positions enumerated in the second Whereas Clause of this Resolution, including the Salary Range therefor; and

**BE, IT FURTHER RESOLVED**, that the Board authorizes 2.0 FTE for the position of 504 Itinerant-Health Services and Licensed Vocational Nurse-Health Services, and

**BE, IT FURTHER RESOLVED**, that the Board authorizes the Superintendent of Schools to fill the newly created and reclassified positions pursuant to District employment procedures.

Passed by the following vote:


AYES: Jody London, Jumoke Hinton Hodge, Anne Washington, Roseann Torres, Christopher Dobbins, Vice President James Harris, President David Kakishiba

NOES: None

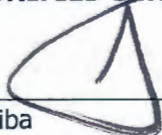
ABSTAINED: None

ABSENT: None

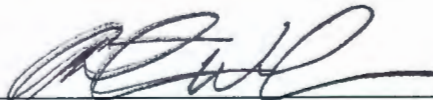
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held December 10, 2014.

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**OAKLAND UNIFIED SCHOOL DISTRICT**



David Kakishiba  
President, Board of Education

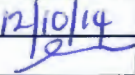


Antwan Wilson  
Superintendent and Secretary, Board of Education

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**LVN Proposed Salary Schedule**

	STEPS				
	1	2	3	4	5
<b>Range 1</b>					
Annual	\$32,649.08	\$34,263.68	\$35,986.95	\$37,818.90	\$39,697.43
Monthly	\$3,264.91	\$3,426.37	\$3,598.70	\$3,781.89	\$3,969.74
Weekly	\$788.63	\$827.63	\$869.25	\$913.50	\$958.88
Daily	\$157.73	\$165.53	\$173.85	\$182.70	\$191.78
Hourly	<b>\$21.03</b>	<b>\$22.07</b>	<b>\$23.18</b>	<b>\$24.36</b>	<b>\$25.57</b>

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<b>Proposed Technician Aide Salary Schedule: 10-month</b>
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	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Annual</b>	\$24,956.60	\$26,208.29	\$27,521.79	\$28,897.11	\$30,349.69
<b>Monthly</b>	\$2,495.66	\$2,620.83	\$2,752.18	\$2,889.71	\$3,034.97
<b>Weekly</b>	\$617.74	\$648.72	\$681.23	\$715.28	\$751.23
<b>Daily</b>	\$123.55	\$129.74	\$136.25	\$143.06	\$150.25
<b>Hourly</b>	<b>\$16.47</b>	<b>\$17.30</b>	<b>\$18.17</b>	<b>\$19.07</b>	<b>\$20.03</b>

Proposed Technician Aide Salary Schedule: 12-month					
	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Annual</b>	\$32,245.90	\$33,863.18	\$35,560.34	\$37,337.36	\$39,214.21
<b>Monthly</b>	\$2,687.16	\$2,821.93	\$2,963.36	\$3,111.45	\$3,267.85
<b>Weekly</b>	\$617.74	\$648.72	\$681.23	\$715.28	\$751.23
<b>Daily</b>	\$123.55	\$129.74	\$136.25	\$143.06	\$150.25
<b>Hourly</b>	<b>\$16.47</b>	<b>\$17.30</b>	<b>\$18.17</b>	<b>\$19.07</b>	<b>\$20.03</b>



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By:	<i>[Signature]</i>



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Aide Technician, 504 Itinerant - Health Services</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Family, Schools and Community Partnerships (FSCP)</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>10 months/202 days/7.5 hours 12 months/261 days/7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2014</b>	<b>SALARY GRADE:</b>	<b>AFSCME – Aide Technician</b>

**BASIC FUNCTION:** Under the direct supervision of assigned Health Services supervisor, work with school nurses to support students with 504 accommodations, administer basic first aid and/or screen well students, and/or screen ill or injured students in accordance with State laws and District regulations to promote health and well-being, academic achievement and holistic development for the District's students and school personnel.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately).

### ESSENTIAL FUNCTIONS:

Assist with supporting students with 504 accommodations/services including field trips; assist all students with activities necessary for maintaining personal hygiene and neatness.

Prepare for and assist with health screening and health education programs; record results of mandated screenings and other medical information in students' electronic medical record for students.

Perform basic first aid procedures and screen ill or injured children according to established procedures; communicate in a professional manner with the credential school nurse, administrator, parents or paramedics as necessary.

Perform specialized physical health care procedures which may include, but are not limited to such procedures as blood-glucose monitoring, catheterization, oral/nasal suctioning, positioning, toileting, GT feedings and hygiene needs under the direction of the school nurse, as needed.

Assist in administering and documenting medication under the direction of the school nurse.

Communicate in a professional manner with parents, teachers, administrators and school nurse ensure the health and safety of students is managed.

Review health history of students enrolling in OUSD; notify credential school nurse of students with medical conditions; share health related resources with parents/guardians under the direction of school nurse.

Prepare health notices and medical referrals forms to send home to parents/guardians.

Perform a variety of clerical duties such as health/medical data entries and maintaining student files as assigned.

Document students' health information in OUSD's electronic database systems and students' cumulative folders, as required.

Prepare, maintain and complete a variety of health-related records and files including student health records, emergency medical records, and accident reports.

Assist in maintaining and updating student immunization records, emergency and health records and follow up care.

Report suspected child abuse in accordance with State law and District policy.

Notify assigned Health Services supervisor and school nurses regarding students with medical concerns.

Drive a vehicle to travel to various sites as assigned.

Attend required trainings and meetings.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Basic First Aid and age-appropriate CPR techniques

Health and safety regulations

California Immunization and school health requirements

Record-keeping techniques

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Correct English usage, grammar, spelling, punctuation and vocabulary

Computer software, hardware, and related technology

#### **ABILITY TO:**

Administer first aid to ill or injured students

Perform specialized physical health care and procedures

Establish and maintain files, records, reports and referrals

Learn and apply appropriate care and procedures related to ill or injured students

Work cooperatively with others

Understand and follow oral and written directions

Meet schedules and time lines

Plan and organize work

Work confidentially with discretion

Communicate effectively both orally and in writing

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships among diverse groups of students, parents, District staff, and the community across race, ethnicity, religion, gender, class, and sexuality

Read, explain and follow rules, regulations, policies and procedures

Perform clerical duties such as filing, duplications, typing and maintaining records

Operate standard office equipment as required

Complete work with many interruptions



## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

Any combination of education, training and/or experience equivalent to: graduation from high school, one year of clerical or office experience and one year experience in working with individuals with varying disabilities.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certification issued by an authorized agency

Valid California Driver's License

Employment eligibility will include fingerprints, TB and/or other employment clearance

## **WORKING CONDITIONS**

### **ENVIRONMENT:**


Health office environment and diverse school site environments; constant interruptions; driving a vehicle to conduct work; potential contact with blood and other body fluids and communicable diseases.

### **PHYSICAL DEMANDS:**

Sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; bending at the waist, kneeling or crouching; hearing and speaking to exchange information; seeing to observe students symptoms and injuries; lifting moderately heavy objects.

## **NON-DISCRIMINATION POLICY**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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## Position Description

<b>TITLE:</b>	<b>Licensed Vocational Nurse (LVN)</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>10 months/ 207 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2014</b>	<b>SALARY GRADE:</b>	<b>AFSCME - LVN</b>

**BASIC FUNCTION:** Under supervision and direction of a credentialed school nurse, assigned supervisor or physician's orders, provide specialized physical health care services as required; assess and administer student health care safely within the LVN Practice Act. Assist nursing personnel to manage the physical health conditions of students and maintain student health records.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS:

Travel to various school sites within the District to perform a wide variety of nursing duties as assigned and needed using personal automobile for transportation.

Administer insulin or assist in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques.

Monitor blood glucose levels or supervise such monitoring for diabetic students.

Administer rectal diastat appropriately.

Assist in the administration of other medications to students as prescribed.

Collaborate with teachers, parents, and physicians concerning side effects and adjustments to medications under the direction of the school nurse; obtain physicians' orders for medication needed at school.

Provide students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition under supervision.

Review student immunization and health records and assist families to assure compliance with immunization laws as directed by the school nurse.

Assist in maintaining confidential health and other related records and reports; including student health records, accident reports and Medi-Cal logs; log medical procedures and input data into the health information system.

Perform specialized physical health care procedures, including but not limited to gastrostomy and nasogastric feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction, including administration of the epi-pen, and lifting and positioning physically disabled students, and all other procedures.

Update credentialed school nurse regarding any changes in a student's condition or changes in the doctor's orders.



Initiate emergency procedures as needed, including, but not limited to, administering minor first aid and CPR to students and activating EMS or other follow-up care.

Provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings using standardized information under supervision.

Monitor inventory of classroom and medical supplies, including first aid kits and nursing informational flyers and forms; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Report suspected child abuse in accordance with State law and District policy.

Work cooperatively with District nursing, teaching and administrative staff and consult with staff regarding health information as needed.

Help maintain a positive school health environment through open communication and effective human relations by establishing collaborative relations with a diverse range of individuals.

Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in assigned area and to meet new safety and/or technology standards; receive direct and indirect supervision from School Nurse regarding health related issues.

Demonstrate and model safe, prudent work behaviors and practices that result in a safe and healthy environment; report or correct unsafe conditions to ensure a safe environment.

Adhere to schedules and timelines to meet the needs of students, staff and sites.

Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, and Federal, State, or local regulations.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

CPR, first aid, and appropriate activities for the care and disposition of severely disabled students in a school setting

Medication management of children and adolescents

Specialized health care procedures and crisis intervention techniques

Modern medical terminology, equipment, techniques and methods

Proper English usage, grammar, vocabulary, spelling and punctuation

Accepted record keeping and reporting methods and strategies

Public health agencies and local health care resources

Accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in a health care environment

Child/adolescent development and guidance principles related to disabled and/or at-risk youth, including family and community involvement

Organizations, operations, policies and objectives of public education

Safe contact with bodily fluids, blood-borne pathogens, and communicable diseases

Planning, organization and coordination needed for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

Technology and computer software applications relative to instruction, administration, and education

### **ABILITY TO:**

Provide basic nursing skills to administer health care to students including severely disabled children



Identify and monitor the physical and mental health of students, recognizing when to notify the school nurse of conditions that may require additional intervention

Assist disabled students in areas related to activities of daily function, such as feeding, toileting, exercises, and positioning

Remain calm and exercise judgment in dealing with emergencies and special health needs

Gather and analyze clinical data and prepare reports, as directed

Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public

Work independently with appropriate direction and follow established policies and practices

Communicate effectively in the English language, both orally and in writing

Compose letters from oral and written instructions

Make simple mathematical calculations with speed and accuracy

Analyze situations accurately and adopt an effective course of action

Learn and use technology and computer software applications as appropriate to the work environment

Use tact, patience, and courtesy when dealing with people, and discretion in handling of confidential records

Understand and be sensitive to those of culturally and linguistically diverse backgrounds

Use initiative and judgment in discussing problems involving office practices and policies with the public and District staff

Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California in accordance with assigned duties

Plan, organize and meet schedules and timelines

Apply integrity and trust in all situations

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

High school diploma or GED equivalent is required; graduation from an accredited Licensed Vocational Nurses Training Program.

#### **EXPERIENCE:**

One year of job-related experience in a public health setting, preferable in a public school setting; experience with children in a classroom or other structured setting, preferably experience working with children with disabilities or the medically fragile child. Alternatively, one-year post-graduation clinical experience in an acute care setting, preferably pediatric unit.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid State of California License of Vocational Nursing

Possess and maintain a valid First Aid Certificate and CPR Certificate

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

#### **WORKING CONDITIONS**

##### **ENVIRONMENT:**

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; potential contact with blood and other body fluids and communicable diseases.

##### **PHYSICAL REQUIREMENTS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts draw valid conclusions and make valid judgments and decisions; consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.