



EMPLOYEE NAME: \_\_\_\_\_

Revised: 9/99, 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> School-Based Nurse, Special Education	<b>JOB CODE:</b> 486
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Special Ed School-Based Nurse
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Supervisor/Special Education	<b>PAY GRADE:</b> NN02
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To consult with and provide training for teachers and staff concerning various medical conditions and delegated medical procedures and to develop health care plans and provide treatment as ordered by a physician to eligible students with disabilities according to IEP recommendations.	

**REQUIREMENTS:**

1. Educational Level: Bachelor Degree
2. Certification/License Required: Licensed Registered Nurse
3. Experience: 3 years of successful nursing experience; pediatric preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds without assistance; ability to perform a two-person lift for students over 40 pounds;
5. Proficient Skills: Written and oral communication, planning, organization

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Performs appropriate assessment procedures.
3. Interprets assessment results to teachers, parents and other personnel.
4. Administers nursing services in accordance with the health care plan as stated in the individual education plan and as ordered by physician.
5. Performs on-going evaluation of treatment programs and adapts programs as necessary to maximize results.
6. Recommends and advises schools and teachers regarding appropriate sanitary procedures for specific students.
7. Monitors restrictive diets as directed by physician.
8. Consults with student's physician regarding medical management and therapy suggestions.
9. Maintains records and reports.
10. Lifts, positions, transfers and performs other special duties using lumbar belts as required to meet the needs of moderately intellectually disabled, severely and profoundly intellectually disabled, and orthopedically impaired students.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_