

JOB DESCRIPTION

POSITION TITLE: Special Education Program Specialist, Special Education Nursing	JOB CODE: 486A
DIVISION: Academic – Support and Specialized Services	SALARY SCHEDULE: Special Education County Wide Nurse
DEPARTMENT: Special Education	WORKDAYS: 198
REPORTS TO: Supervisor, Special Education	PAY GRADE: NN01
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Facilitates compliance with special education due process procedures; facilitates collaboration and communication between the special education department and local schools; provides support, services and training to local schools and families within the assigned programs.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree required; Master's Degree preferred
2.	Certification/License Required: Licensed Registered Nurse
3.	Experience: 3 years successful experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; collaboration, data management and analysis, demonstration of proficiency in all components of special education due process procedures

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.	Adheres to federal, state, and local due process procedures.
3.	Compiles, maintains, and submits all required records, including data, for federal, state, and local reports.
4.	Demonstrates ethical and professional behavior.
5.	Assists in developing, conducting, implementing, monitoring, and reviewing Individual Education Programs (IEP) and Healthcare Plans for selected students with disabilities.
6.	Serves as liaison between general education and special education programs.
7.	Assists in the observation and evaluation of Special Education Nurses.
8.	Models and provides training on effective nursing interventions for special education students.
9.	Demonstrates ability to problem solve and diffuse difficult situations.
10.	Assists with analyzing appropriate data for instructional program planning and facilitating program operation.
11.	Assists with utilization of special program technology.
12.	Serves as liaison between district and nursing contract agencies.
13.	Participates in professional learning to keep abreast of current research-based teaching/learning strategies and emerging technology.
14.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____