

Job Title:	<b>NURSE SPED</b>	Reports to:	<b>Director of Special Education</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Provides health, nursing and related program services to special education students; serves as resource person to program staff and parents; and provides liaison activities with other community agencies.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assesses and evaluates health, nutritional and developmental status of the students
- Interprets medical and developmental information to staff and parents
- Counsels parents relative to medical needs and aspects of the program
- Recommends modification for educational programs related to health status
- Implements state mandates for student health, welfare, and child abuse reporting
- Maintains liaison with medical, nursing, and other service agencies in the community
- Writes reports and maintains health records.
- Conducts assessment/evaluation of student abilities and needs
- Attends and serves as a member of the IEP team to determine eligibility of students for program
- Assists in the development of IEP instructional and nursing goals/objectives; assists in identifying other related services for the student
- Reassesses/evaluates student progress and submits reports in a timely manner to coincide with IEP review meetings for students
- Maintains cooperative working relationships with parents, staff, and other school district personnel; serves as a resource/liaison with other agencies and other community services
- Maintains effective and timely written and oral communication with parents, staff, other school personnel, and community agencies
- Assesses and analyzes the child's overall health status in order to provide input in regard to educational programming; serves as requested on county/district committees; participates in various school related meetings.
- Provides parent education related to students' needs
- Provides in-service training/consultation to staff and school district personnel
- Provides training and consultation with staff regarding health and developmental needs of individual students
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions
- Ability to respond appropriately to inquiries or complaints
- Knowledge on how to plan, educational forms and data write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and
- Demonstrate continued professional curiosity and growth
- Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to maintain a collected behavior in stressful situations
- Knowledge of child development, developmental disabilities, assessment, habilitation techniques, family intervention and communication skills required
- Knowledge of special education programs and services for handicapped children; ability to work cooperatively with members of a transdisciplinary team and to speak and write effectively
- Must be familiar with school health programs, such as vision, hearing screening, and immunization requirements
- Ability to assess health status of child and interpret this for use in program training.
- The ability to develop and maintain positive relationships with parents, students, and professional staff

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelor's degree from an accredited college or university and valid Arizona RN license
- Three (3) years successful nursing experience required
- Must have ability to work independently and make sound judgments and decisions in a wide variety of situations under pressure
- Knowledge of and adheres to all policies, procedures, regulations and rules
- Must be able to move about district campuses in case of emergencies

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

**WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*