

# ... A.E.R.O. SPECIAL EDUCATION COOPERATIVE ...

7600 S. Mason Avenue • Burbank, IL 60459  
(708) 496-3330

***JOB DESCRIPTION: Certified School Nurse / Classroom Nurse(Instructional Assistant)***

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## ***QUALIFICATIONS:***

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- Licensed as a Registered Nurse.
- Hold a registered, valid Illinois Professional Educator License; Type 73 School Nurse Certification, preferred.
- Certification from the Illinois Dept. of Public Health in vision and hearing, preferred.

## ***REPORTS TO:***

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- A.E.R.O. Supervisor and/or District Administrator/Supervisor.

***The essential functions of this position include, but are not limited to, the responsibilities and functions specified herein.***

## ***GENERAL RESPONSIBILITIES:***

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1. Assume responsibilities for continued professional growth, to achieve and maintain high standards of professional competence.
2. Assume other duties and responsibilities as assigned by the A.E.R.O. Supervisor and/or District Administrator/Supervisor.
3. Support and act in accordance with all A.E.R.O. Governing Board goals, objectives and policies, The School Code of Illinois, other federal and state laws, and professional standards of practice and ethics.
4. Communicate using current disability-related terminology and Illinois School Code mandated terms and definitions.
5. Assume appropriate roles as adult model, consultant and health professional.
6. Demonstrate knowledge of students' needs, including but not limited to: educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc., as established by a multi-disciplinary team and implemented as needed.
7. Maintain strict confidentiality regarding all matters pertaining to students and personnel.
8. Demonstrate effective organizational skills, time management, and flexibility in order to meet students' needs.
9. Provide miscellaneous school health services.

10. Regular and prompt work attendance.

## ***PERFORMANCE RESPONSIBILITIES:***

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### **1. IEP/ELIGIBILITY MANAGEMENT**

- A. Manage the medical needs of all students to achieve maximum benefits as outlined in the IEP and from the school program.
- B. Manage the medical needs of individual students when assigned as a 1:1 (classroom) nurse assistant as required by the IEP or at the discretion of the program supervisor.
- C. If assigned as a 1:1 (classroom) nurse assistant, the employee will also assist in meeting the needs of other program students while maintaining primary responsibility to assigned student.
- D. Maintain medical records in accordance with state and federal guidelines.
- E. Conduct vision and hearing screenings in accordance to state and federal guidelines.
- F. Collaborate in the multidisciplinary process for pre-referral, screening, referral, assessment, placement and reevaluation of students and write medical reviews when needed.

### **2. SERVICE DELIVERY**

- A. The Certified School Nurse is the primary source for daily medication administration and record keeping, and/or in arranging for the training of volunteer staff to provide this service when the A.E.R.O. School Nurse is not available.
- B. Receive and respond to varying medical needs according to current referral process, policies and timelines.
- C. Keep accurate and up-to-date records for each student's medical needs.
- D. Must be able to lift and / or move up to 50 lbs. and occasionally assist in lifting or transferring up to 100 lbs.
- E. Share in the responsibility of the physical needs of the students, including but not limited to:
  - 1. Positioning
  - 2. Feeding
  - 3. Toileting
  - 4. Lifting
  - 5. Transferring
  - 6. Providing miscellaneous school health services.
  - 7. Physical management including restraining
  - 8. Use of different child restraint systems required for transportation
- F. Request and review medical information pertaining to each student.
- G. Manage and access the medical needs of all students while in the school environment.
- H. Collaborate with community agencies and other professionals as needed.
- I. Provide continuous in-service for A.E.R.O. in mandated areas and any medical area in which education is necessary.
- J. Maintain the educational environment in accordance with infection control as specified by state and federal laws.
- K. Oversee the maintenance of medical equipment and supplies.

- L. Monitor student illnesses.
- M. Prepare necessary written materials, (accident reports, incident reports, parent contacts) when assigned and or appropriate.
- N. May be assigned to ride bus / transportation with student when required.

### **3. TEAM MEMBER**

- A. Establish and maintain regular communication/planning with all school personnel involved with each student. Work directly with all related service personnel as part of an integrated educational team.
- B. Participate in all meetings when appropriate, including but not limited to, multidisciplinary conferences and annual reviews as a member of the special education team.
- C. Maintain comprehensive rosters of transportation plans for regular school year and ESY.
- D. Coordinate efforts with regular education staff to implement mainstreaming activities as appropriate for students.
- E. Assist A.E.R.O./district personnel when transitioning students from one program to another.