

Special Education Para Educator - Nurse

Purpose Statement

The job of Special Education Para Educator - Nurse is done for the purpose/s of monitoring the health and welfare of assigned student(s); documenting and maintaining student health information required by Federal/State/Local agencies; assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; assisting students by meeting special health care needs and developing students' daily living and behavioral skills; providing information to appropriate school personnel; and performing classroom clerical tasks.

Essential Functions

- Adapts, modifies and provides accommodations of classroom activities; assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for special education students to actively participate in classroom activities.
- Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Aids students in and out of classroom (e.g. packing backpacks, note taking, relationship building, field trips, social skills, etc.) for the purpose of providing assistance to students' needs and social growth.
- Assesses situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment, complying with legal requirements and reporting concerns to the classroom teacher.
- Assists students requiring support in addressing personal care needs due to medical condition and/or physical limitations (e.g. lavatory, nutritional, etc.) for the purpose of allowing students to function in the school environment.
- Assists in developing health care plans in cooperation with the school nurse for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Attends meetings and in-service presentations (e.g. CPR, education strategies, specific disability education, CNE's to keep license current, etc.) for the purpose of acquiring and/or conveying information relative to job functions to meet established annual State requirements.
- Collaborates with staff for the purpose of providing necessary support and information related to the student's progress as established in their Individual Educational Program.
- Collaborates with staff regarding the medical issues of specific students for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Implements behavioral plans for students as designed by the IEP team for the purpose of assisting in meeting special education students' needs and providing a consistent environment under the direction of certified staff.
- Implements educational and behavioral programming under the supervision of the classroom certified staff for the purpose of developing new skills for students.

- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of meeting Individual Educational Program goals under the direction of certified staff.
- Maintains instructional materials and data sheets for the purpose of ensuring availability of instructional materials and/or providing reliable information regarding student progress.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, fire drills, assemblies, cafeteria, parking lots, etc.) for the purpose of providing a safe and positive environment conducive to learning.
- Performs various administrative support and record keeping functions for the purpose of providing documentation per State and Federal program standards.
- Performs procedures for student(s) (e.g. feeding tubes, catheterization, toileting plans, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured students.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serves as the field trip nurse for multiple buildings for any community based outing as assigned (e.g. plans for the medical needs of individual students in advance and assures the medicine is provided, etc.) for the purpose of providing appropriate medical care of individual students while attending the field trip.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior; and safe handling of blood-borne pathogens and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

CNA/LPN/RN or BSN
CPR/First Aid Certificate/AED

Continuing Educ. / Training

Up to 20 hours annually of in-service training
CNE's as needed to maintain License

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

7/1/2018

Salary Grade