

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Special Education Nurse

Qualifications:

1. Bachelor's Degree (preferred)
2. Holds a current and unrestricted RN license in the State of Illinois
3. Has current CPR certification or CPR Instructor's certification
4. Knowledge of LPN scope of practice as defined by the Illinois Nurse Practice Act
5. Ability to lift 30 pounds or more
6. Ability to bend, stoop, turn, squat or lift in order to serve student needs
7. Knowledge of the nursing process and community health nursing
8. Knowledge of current trends in healthcare delivery and treatment
9. Knowledge of the medical, legal, and ethical aspects of nursing
10. Knowledge of age-appropriate anticipatory guidance, development of the psycho-social process, and health issues or concerns
11. Working knowledge of community, medical, and social services resources
12. Ability to assess student needs, formulate care plans, and evaluate plans of care
13. Ability to provide culturally competent care
14. Ability to monitor and record client-related outcomes and observations
15. Ability to understand and implement standing orders and administer therapeutic prescriptions
16. Ability to establish and maintain effective working relationships with staff, parents, students, and medical professionals
17. Ability to work within guidelines established by District policies and/or grants
18. One (1) year work experience in nursing (preferred)

Reports To: Director of Special Education or Lead Nurse, or designees

Supervises: N/A

Objective: To assess, administer, educate, plan, implement, evaluate, and coordinate health services for the District's students who are assigned to a specific self-contained Special Education program during the day

Performance Responsibilities:

1. QUALITY OF PRACTICE
  - A. Maintains an electronic record of health services provided
  - B. Monitors student compliance with State physical exam and immunization laws
  - C. Submits Special Education-related paperwork in a timely fashion
  - D. Completes documentation in iTAMES for Medicaid billing
  - E. Administers, supervises, monitors, and records administration of medication per Board policy and State law
  - F. Plans and manages care for students with special health needs including 504 Plans, Diabetic Medical Management Plans, and Individual Health Plans
  - G. Manages time and schedules effectively
  - H. Maintains confidentiality
  - I. Provides age-appropriate care in a culturally and ethnically sensitive manner
2. COLLEGIALLY/COLLABORATION
  - A. Attends team meetings regularly
  - B. Presents to faculty and staff as requested and/or needed to enhance understanding of the health needs of the school community

- C. Regularly interacts with faculty and staff in a positive and supportive manner
- D. Participates in planning and implementation for innovative methods of delivering health services and alerts
- E. Works effectively with administration and school personnel
- F. Communicates appropriately and in a timely manner with parents/guardians
- G. Communicates effectively with students and staff

3. PROGRAM MANAGEMENT/PROFESSIONAL PRACTICE

- A. Assesses health status and responds appropriately to individual health needs of students and staff
- B. Manages emergency situations effectively
- C. Responds appropriately to communicable diseases
- D. Makes appropriate referrals to school and community resources
- E. Gathers necessary health information by working with outside agencies and conducting classroom observations
- F. Seeks feedback from students, faculty, staff, and parents about the quality of nursing services provided
- G. Performs other related duties as assigned

4. LEADERSHIP/EDUCATION

- A. Builds and maintains collaborative relationships with colleagues
- B. Demonstrates a commitment to continuous, lifelong learning for self and others
- C. Exhibits creativity and flexibility
- D. Engages in ongoing learning to maintain and develop clinical and professional skills and knowledge

5. OTHER

- A. Implements guidance and directives from the Director of Special Education and Lead Nurse as required
- B. Performs all other related duties, as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Special Education or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Converted from non-bargaining unit position (and reviewed by CESP) August 29, 2017