

## Special Services – License Vocational Nurse/Aide – DPHS South

### **General Statement of Responsibilities:**

To assist in the overall health care and plan for specific medically fragile students. To assist the teacher in maintaining appropriate classroom activities and environment in order that all students may learn effectively.

### **Responsibilities:**

- To work under the immediate guidance and supervision of school nurse in providing health care to medically fragile student(s)
- Work closely with the teacher to provide adequate supervision and appropriate individual instruction for special education students
- Type, file, duplicate instructional materials, and perform related clerical duties as required by special education teachers
- Assist movement of wheelchair students from bus to classroom and during restroom breaks
- Supervise daily follow-up activities of physically handicapped students as planned and monitored by physical therapist
- Administer informal academic tests or individual criterion referenced tests when requested
- Telephone parents to set up ARD meetings and prepare follow-up letters notifying parents of such meetings
- Perform other duties and responsibilities assigned by principal

### **Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15-45 pounds)
- **Environment:** Biological exposure to bacteria and communicable diseases; occasional heavy lifting up to 50 lbs.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

### **Qualifications:**

- In/Out of District
- Current Nursing License
- Bilingual preferred
- Demonstrate interest in and aptitude for work to be performed
- Such additional qualifications as the Board may find appropriate and acceptable

**Other Information:** Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment.**

**Apply To:** Applicants are required to fill out an online application at [www.dpsid.org](http://www.dpsid.org) and must attach/or mail an updated resume and High School Diploma/GED to the Human Resources office.

**Start Date:** Effective the 2025-26 School Year

**Salary:** Paraprofessional Instructional Support Salary Schedule Pay Grade 5

**Days:** 183

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

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Printed Name

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Signature

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Date