



CLASSIFICATION DESCRIPTION

TITLE: Special Education Assistant/RN

<u>Title of Immediate Supervisor:</u> School Nurse	<u>Department:</u> Special Services	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists, assesses, monitors and documents the conditions of medically-fragile students. Assists with planning and implementation of health strategies regarding medically-fragile students.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Performs routine and emergency medical procedures for specific students. These procedures include handling seizures, latex allergies, elevated temperatures, catherizations, tracheostomies, gastrostomies, nebulizers, and oxygen and ventilation administration.	Daily 40%
2.	Assists students with daily living activities including toileting, feeding, dressing, and mobility. Transfers, lifts and positions students, as required.	Daily 30%
3.	Continuously monitors student safety, especially regarding transportation issues and emergency evacuation procedures.	Daily 15%
4.	Follows lesson plans developed by teachers and other professional staff in order to assist in instructing students. Follows the prescribed policies and procedures set up by the I.E.P. team.	Weekly 5%
5.	Records annual health histories and immunizations, and other records on the computer-based SASI system.	Daily 5%
6.	Observes students and communicates student health concerns to the school nurse, teachers and other staff.	Daily 5%
7.	Performs other duties of a comparable level or type.	As required



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in nursing (registered), and at least one year of experience as a registered nurse; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

Registered Nurse (required)
CPR and First Aid certification (required)

Knowledge Requirements:

Requires knowledge of:

- General understanding of various medical conditions, as well as medical and educational terminology.
- Understanding of the proper storage, documentation, administration and side effects of specific student medications.
- Awareness of issues related to vulnerable and medically-fragile students.
- Awareness of factors that influence cognitive, social, emotional and physical development.
- Proper body mechanics used in transferring, lifting and positioning students.
- Understanding of specific student environments, learning modifications and accommodation strategies.
- Understanding of children and child development.
- Age-appropriate CPR and basic first aid.
- Knowledgeable about the implementation, safety and maintenance of all adaptive, assistive and instructional technology, equipment and supplies.
- General understanding of public school education.
- Ethical and legal standards of conduct in relationships with students, parents, service providers and others.
- General understanding of standard office applications software and student database programs, such as SASI.

Skill Requirements:

Skilled in:

- Ability to physically transfer, lift and position students.
- Ability to perform nursing processes, including assessment.
- Ability to respond appropriately during and emergency situation.
- Ability to conduct routine medical procedures with children, including procedures related to G-tube changes, diabetes, tracheotomy changes, and so forth.
- Ability to assess situations and access information.



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- Ability to implement strategies that encourage student independence and participation in all areas of development and classroom learning.
- Ability to conduct hearing, vision and scoliosis screenings.
- Skilled in human relations.
- Ability to assist students with daily living activities.
- Ability to perform R.O.M. strengthening exercises.
- Ability to follow teachers' directions regarding any instructional activities.
- Good communication skills.
- Ability to work with multiple disciplinary teams and students.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

General Environmental Conditions:

Work is occasionally performed in wet or humid (non-weather) conditions, near moving mechanical parts, where fumes or airborne particles are present and in outdoor weather conditions. Frequently, work is performed using toxic or caustic chemicals, such as chlorine, and where there is a risk of electrical shock.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



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Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting