



Job Description  
**SPECIAL EDUCATION STUDENT SUPPORT SCHOOL NURSE**  
Classified

**Position Goal:** The Special Education Student Support Nurse is responsible to help ensure a safe and healthy learning environment to facilitate the personal, social, and academic development of identified student(s). The Special Education Student Support Nurse may be responsible for the care and safety of individual student(s) with specific and involved health or medical needs. To fulfill these responsibilities, the Special Education Student Support Nurse must work closely with the all building staff and administration.

**Preferred Qualifications:**

- Current Kansas State Board of Nursing License (minimum-Licensed Practical Nurse)
- High school diploma or equivalent
- Health and inoculation certificate on file in district office (post-employment offer)
- Clear criminal and motor vehicle background check
- Preferred experience in school setting
- Successful completion of agility test (post-employment offer)
- Desire to enhance skills and improve job performance

**Reports to:** Health Services Coordinator and Building Principal

**General Responsibilities:**

- Assist in the care and supervision of identified student(s)
- Communicate effectively with all team members
- React to change and other tasks productively
- Assist in facilitating the personal, social, and intellectual development of students
- Ensure the safety and wellbeing of students with disabilities
- Assist in establishing a positive learning environment and respond to individual student need
- Ensure all activities conform to district guidelines
- Communicate effectively with all team members
- React to change productively and carry out all assigned duties
- Demonstrate effective interpersonal relationships with others
- Support the value of education
- Support the philosophy and mission of the school district
- Demonstrate regular attendance (see Classified Employee Handbook)
- React positively to supervision and constructive feedback
- Attend staff meetings
- Assist in the maintenance and inventory of materials
- Assist in safeguarding confidential information
- Adhere to required program guidelines as defined by the Kansas State Department of Education
- Adhere to all USD 231 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Other duties as assigned by the Health Services Coordinator or other administrative staff

**Essential Functions:**

- Assist in the care and supervision of identified student(s)

- Provide input to school based team on appropriateness of classroom activities for student(s)
- Closely monitor and document student physical functioning and behaviors
- Deliver prescribed medical treatments/interventions in a consistent, safe and timely manner
- Share essential student information in a timely and effective manner with Health Services Coordinator and other medical providers, including community based providers, as appropriate, including accidents and injuries
- Appropriately operate all equipment as required
- Provide daily feeding and/or mealtime supervision, toileting, diapering and hygiene care
- Closely monitor and accurately document student physical and behavioral functioning
- Assist in modification of materials
- Assist students in playing games and with proper use of playground equipment
- Use appropriate behavior management techniques to maintain a positive climate for learning
- Motivate students through effective communication and evaluative feedback
- Set and maintain high expectations for student achievement and behavior
- Directly and effectively respond to the physical, behavioral and emotional needs of students
- Escort and supervise students to and from various school facilities and areas
- Provide support for the general education classroom teacher by monitoring student progress and behavior

**Physical Requirements/Environmental Conditions:**

- Work in multiple settings and travel to alternative locations, as necessary
- Work in noisy and crowded environments
- Work in both indoor and outdoor settings (year round)
- Good physical agility which requires the following:
  - Frequent bending
  - Sitting
  - Standing
  - Walking
  - Kneeling
  - Reaching
  - Getting up and down on floor
  - Reaching
- Physically block, move or restrain students
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 40 pounds
- Direct physical contact with students, including basic hygiene activities and physical assessment of students with possible exposure to bodily fluids.

**Terms and Benefits:**

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay per the USD 231 Paraeducator salary schedule
- 174 work days
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

**Revised:** September 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution