



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE:

Certified Nursing Assistant - Special Education

FLSA: Non-Exempt/7.5 hours per day/182 days/10 months

GENERAL STATEMENT:

Under the direction of licensed special education teaching and/or related services staff, the Certified Nursing Assistant assists one or more students in accomplishing activities of daily living, health-related functions, redirection and intervention of behavior, and other tasks as are identified within assigned students' IEPs to maintain appropriate and equitable participation in the school setting. The Certified Nursing Assistant is under the general direct supervision of the school principal and indirect supervision of the special education program administrator(s).

QUALIFICATIONS:

1. High school diploma or equivalent and CNA, required
2. Basic nursing and personal care skills
3. CPR and First Aid certification or ability to be certified within 90 days of hire
4. General knowledge of the practices, methods and techniques used in assisting students with disabilities
5. Experience in a school instructional setting, preferred
6. Ability to operate general office equipment and computers as required to accomplish the work assigned
7. Use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls
8. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check

ESSENTIAL DUTIES:

1. Provides one-on-one support and medical assistance to students with disabilities, based on an understanding of the students' needs and abilities.
2. Supports the teacher as it relates to students' IEPs.
3. Completes training in First Aid, CPR, and the use of CPI techniques as necessary.
4. Assists the teacher in devising special strategies for reinforcing skills based on an understanding of individual students, their needs, interests, and abilities.
5. Assists the students with achieving personal goals using the least restrictive and most appropriate level of support to encourage independence and personal success.
6. Assists with the personal hygiene needs of students.
7. Alerts the special education teacher to any problem or special information about an individual student.
8. Participates in staff development programs, as assigned.
9. Supervises students in the absence of the teacher, such as in the cafeteria, on the playground, and in certain situations in the classroom, as directed by the principal.
10. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
11. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
12. Models non-discriminatory behavior in all activities.
13. Performs related work as required.

PHYSICAL REQUIREMENTS:

Physical requirements include: climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing and pulling a wheelchair, lifting 100-150 lbs., grasping, talking, and other repetitive motions required.