

## JOB DESCRIPTION

Job Title:	<b>Private Duty Nurse</b>	FLSA Status:	<b>Exempt</b>
Department:	<b>Student Services</b>	Pay Range:	<b>1</b>
Pay Program:	<b>Professional Technical</b>	Work Calendar:	<b>195 days</b>
Prepared/Revised Date:	<b>February 2026</b>		

**SUMMARY:** Primary responsibility is working with a student(s) identified as requiring continual nursing care and assessment throughout the school day. Will work only with one individual student at a time and will provide assessment, nursing intervention, treatment, and documentation of health care provided during the school day as directed by the medical provider and health specialists. Will collaborate and partner closely with the Special Education Team and the nurse consultant who supports the school. This will be hands-on care provided to meet the needs of the student and may include G-Tube care including feeding, airway care including ventilator and trach, seizure monitoring, mobility assist, etc. This work is done in collaboration with the family and the School Nurse consultant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	%of Time
1. Perform nursing assessment, intervention, treatment and documentation for a student with a disability to fulfill the nursing obligations as outlined in the (Individual Education Plan) IEP and the Individual Health Plan (IHP). - this may include hands on care for students with needs such as G-tube feedings, seizure monitoring, airway care including ventilators, trachs, oxygen and oximeters, positioning assistance, emergency care; training and delegation as allowable by the position. This may include documentation for Medicaid claims if applicable for the School Medicaid program. This will include accomoanvini;i the student within the school buildini;i: and other school related activities.	D	70%
2. Work closely with the designated School Nurse Consultant, Special Education team, and the Health Services Coordinator assigned to the student to ensure seamless integration of the educational goals and healthcare support.	D	10%
3. Document nursing care according to district and accepted professional standards.	D	10%
4. Maintain own professional standards and promote high level professionalism with the school and health services teams.	D	5%
5. Provide input to the development of the IEP.	A	3%
6. Perform other duties as assigned.	Ongoing	2%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Nursing earned from an accredited Nursing Program
- Minimum of one year experience as RN
- Minimum of one-year Pediatric experience
- Experience working with children with special needs is preferred
- Home-care or Long-term Pediatric experience is preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Active Colorado License (DORA) as a Registered Nurse
- Current CPR and First Aid Certification from a nationally recognized program of instruction
- Valid Colorado driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective oral and written communication skills.
- Willingness to work a flexible schedule and partner with a teammate to cover required services
- Ability to function as a team member and strong collaborative skills
- Ability to pay attention to detail
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, and multiple tasks with frequent interruptions.
- Ability to promote and follow Board of Education policies and building/departmental procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- G-tubes; G-J tube
- Hoyer Lifts; stander
- Tracheostomy
- Feeding pumps
- Ventilators
- Oxygen canisters, tubing, pulse oximeter
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	
<b>Reports to:</b>	Assistant Superintendent, Student Services	
	<b>POSITION TITLE</b>	
<b>Direct reports:</b>	Health Services Coordinator	<b># ofEMPLOYEES</b> 20

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and anns				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under1/3	1/3 to 2/3	Over2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		

Instruct			X	
Compute		X		
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate				X

<b>WORK ENVIRONMENT:</b>	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	

