



Job Title: Special Education Nurse

Exemption Status/Test: Exempt

Reports to: Director of Health Services

Date Revised: October, 2015

Dept. /School: Health Services

Primary Purpose:

Assist in the planning and implementing of a school health program which will facilitate the school-aged individual to obtain and maintain his maximum health, thereby enabling the student to take full advantage of his educational opportunities.

Qualifications:

Education/Certification:

Graduate of an accredited school of nursing
Bachelor's Degree in nursing related field
Valid Registered Nurse License (RN) from the Texas Board of Nursing

Special Knowledge/Skills:

Competent holistic nursing assessment skills
Expertise in student specific case management plans for acute and chronic health conditions
Ability to implement policies and procedures
Proficient computer skills
Ability to write routine reports and correspondence
Strong organizational, communication, mentoring, coaching and interpersonal skills

Experience:

Three (3) years nursing experience

Major Responsibilities and Duties:

Nursing Services

1. Function within the framework of the Texas Nurse Practice Act.
2. Communicate with special education students, parents and other school personnel effectively both verbally and in writing.
3. Perform health history and health inventory on those students being considered for placement in a special education program and of those pupils who in the nurse's professional judgment require a more detailed health assessment.
4. Administer specialized nursing procedures to special education students as prescribed by physicians.
5. Administer prescription medication in compliance with board policy.
6. Respond promptly to assist other nurses or to cover another nurse's assignment when requested by the supervisor.
7. Provide health counseling to special education students and families.
8. Maintain confidentiality of students' health conditions and pupils' health records.
9. Present a positive role model that supports the mission of the school district.
10. Maintain a positive and effective relationship with supervisors.
11. Exhibit a professional demeanor in all situations.
12. Project a professional appearance.

Instruction

13. Work with the health services director to ensure that the functions of the health services department are supportive of the instructional program.
14. Provide health related materials and resources to the campus nurses and other district staff.

Consultation

15. Collaborate with students, parents, members of the medical community and members of other health care agencies to promote optimum delivery of health services to students requiring medical intervention in the school setting.
16. Identify special education students' health status and interprets pupils' health conditions to indicated school personnel.
17. Consult with the campus nurse on the management of special education students' acute, chronic and emergency health conditions, including the development and implementation of individualized health care plans.
18. Participate in Admission, Review, and Dismissal (ARD) meetings of students with identified health needs and works with district personnel regarding the implementation of IEP Goals and Objectives.

Administration

19. Comply with federal, state and local policies and regulations that impact nursing and school health services.
20. Manifest support for the compliance with the philosophy, objectives, policies and procedures of the Garland ISD.
21. Formulate short and long range goals for the improvement of the delivery of health services in the educational setting.
22. Develop and periodically review evidence-based nursing procedure protocols.
23. Establish and implement an organized in-depth procedure for monitoring special education students' medications and treatments.
24. Assist the campus nurse in monitoring and training clinic aides assigned to perform treatments on special education students.
25. Coordinate the schedules of all district treatment nurses.
26. Manage non-district health care provider compliances and district procedural guidelines.
27. Prepare and submit complete, accurate, required reports in the specified time frame.
28. Plan and present specified health education programs.
29. Keep the work area clean and orderly.
30. Perform other duties that may be assigned.

Professional Development

31. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and basic life support for healthcare providers (CPR/AED).
32. Improve personal performance and leadership skills through staff development opportunities, coursework and/or professional associations to ensure continued district improvement.
33. Act in a professional and ethical manner as outlined in the standards of conduct for the nursing profession.

Supervisory Responsibilities:

Train and monitor health services staff in treatment procedural guidelines.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use standard medical equipment including automated external defibrillator (AED)

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.