

PASEC

Plano Area Special Education Cooperative
Extraordinary Services for Extraordinary Students

CERTIFIED SCHOOL NURSE JOB DESCRIPTION

TITLE:	Certified School Nurse
QUALIFICATIONS:	Educator Licensure with a concentration in School Nursing Current Illinois RN license BA Degree preferred IDPH Vision and hearing certified preferred
REPORTS TO:	Director of Special Education, Assistant Director and Coordinators
FUNCTION:	Provide school nursing services to and on behalf of students three through twenty one so that health and medical development can be enhanced to support the educational environment.

RESPONSIBILITIES:

A. Professional Knowledge and Application

The certified school nurse understands the philosophical, theoretical, historical, and legal foundations of special education. The certified school nurse understands how students differ in their approaches to learning; understands planning; and designs medical services based on knowledge of the discipline, student, community, and curriculum goals; of all students ages three through twenty-one.

The Certified School Nurse:

- Demonstrates knowledge of current legislation, regulations, policies, litigation, and ethical issues related to the provision of educational services, including least restrictive environment, due process, assessment, discipline, transition, supplemental services and supports, specialized health care and assistive technology, to individuals with all types of disabilities across the age range.
- Demonstrates deep and thorough understanding of medical knowledge and nursing techniques.
- Understands characteristics of individuals with disabilities across the age range, including levels of severity and multiple disabilities and their influence on development, behavior and learning; with knowledge about the impact of language disorders, processing deficits, intellectual cognitive abilities, behavioral/emotional/social disorders, and physical (including sensory) disabilities on learning and behavior.
- Maintains accurate knowledge of typical developmental characteristics of the age group and exceptions to the general patterns; displaying knowledge of the extent to which individual students follow general patterns.
- Develops observable/measurable goals that identify current levels of ability/performance and expected outcomes through growth, while assisting the team in clear wording to document student progress towards established benchmarks/objectives. Goals are highly appropriate to the situation in the school and to the age of the student, developed

- Consistently helps school personnel/IEP team members on educational goals and the implication of medical issues as they relate to the education environment IDEA.
- Develops short and long-range plans consistent with curriculum/personal/medical goals, learners' diversity, and learning theory; developed through collaboration with administration and teachers.
- Demonstrates understanding of assessment methodologies that have been adapted for individual students as appropriate including physical adaptations to meet a student's individual needs; incorporating multiple sources of evidence and clear recommendations for improving services on an on-going basis.
- Demonstrates comprehensive preparation and participation for meetings/activities; displaying strong capabilities in presentation of information both verbally and in writing; creating superior written reports reflective of student progress.

B. Learning Environment

The certified school nurse uses an understanding of individual, group motivation and behavior to create a medically safe school environment. This environment creates a positive culture with active engagement in learning and self-motivation while managing classroom procedures and provides medical supports as needed.

The Certified School Nurse:

- Establishes clear and consistent procedures for all aspects of referrals and assessments in collaboration with administration and teachers. Guides the development and implementation of a school culture of health and wellness, maintained by both teachers and students.
- Creates an environment reflecting a high degree of comfort and trust in the relationship in which students seek the school nurse out.
- Skillfully evaluates the environment on an ongoing formative basis and maintains a learning environment that meets the needs of students as they grow, develop, or changes within medical well-being.
- Physical space is efficiently organized and is highly appropriate to the planned activities, with medications properly maintained, stored and well organized.
- Physical space for services and assessment is highly organized and inviting; respecting aspects of organization, schedules, routines and transitions that promote development and learning.
- Provides a daily routine and consistently adjusts the daily routine/structure to meet the needs of individual students, anticipates unexpected situations.

C. Delivery of Service and Practice

The certified school nurse understands the central concepts and methods of inquiry; uses a variety of assessment strategies to develop medical plans for students to support the continuous development of all students ages three through twenty-one.

The Certified School Nurse:

- Conducts detailed and individualized assessment of student needs to contribute to program planning.
- Initiates collaboration with classroom teachers and building administrators in developing

- Develops plans for emergency situations that are **communicated** with students and teachers to ensure their responsibility and roles are known.
- Medications are administered by designated individuals and signed release forms are appropriately maintained. Students take an active role in medication compliance. Student compliance is based upon age and ability levels, as well as consistent within the IEP plans or developed goals areas.
- Provides information to families about the school nursing program and about individual students through a variety of means.
- Understands the scope of his or her practice and seeks additional resources and assistance as needed to meet the individualized needs of students; seeks out professional development strategies to stay current on researched based instructional strategies, services and professional growth.
- Facilitates of various building-wide in-services / workshops / conferences with building staff as to the medical needs of students and the educational impact of the medical needs.
- Understands the scope of his or her practice and seeks additional resources and assistance as needed to meet the individualized needs of students; seeks out professional development strategies to stay current on researched based instructional strategies, services and professional growth; maintaining highly accurate reflection procedures and relying on an extensive repertoire to suggest alternative strategies.

D. Collaborative Relationships

The certified school nurse understands his or her role as a professional, establishing high standards of reciprocal collaborative relationships with students, families, community and educational personnel, and provides continual leadership in development of relationship building. The certified school nurse understands self-reflection, the importance of active participation in problem solving teams; importance of the development of programs or systems of care that support and enhance the health, social and emotional well-being, and safety of students.

The Certified School Nurse:

- Works collaboratively with community agencies and outside therapists/medical professionals in relation to student medical needs; when appropriate and understands the reciprocal relationship of sharing confidential information with these individuals.
- Continually assesses and takes leadership role in communicating to problem solving with staff to best meet the health and medical needs of students.
- Maintains appropriate documentation of family/teacher communications; displaying high priority of communication between home and school; as well as cooperating teachers and educational personnel within the building.
- Consults and collaborates with other school personnel in gathering and giving information for establishing and planning for respective roles in the modification of the student's health and medical needs.
- Provides leadership to support students in establishing collaborative relationships with peers, adults and development of advocating for self as to the health and medical needs within the educational setting and generalization to the community.

E. Professional Conduct, Leadership, and Professional Growth

The certified school nurse understands his or her role as a professional, maintains standards of professional conduct, and provides leadership to improve students' learning and well-being. The certified school nurse understands self-reflection, the importance of efficient data collection and manipulation; constantly pursuing professional development opportunities and researched based supports in communication abilities.

The Certified School Nurse:

- Provides frequent and appropriate information to families about the methods utilized within student health plans and conveys information about individual student progress in a culturally sensitive manner.
- Maintains highly systematic record keeping and data management system for monitoring student's medical and health progress, including service logging, while consistently reflecting upon the best practice and refining services to meet needs of individual students.
- Establishes a leadership role with colleagues and makes substantial contributions to school and district events. Provides leadership in the development / improvement of School and District regulations and guidelines.
- Maintains highest standards of honesty, integrity, and confidentiality and to advocate for students and families.
- Demonstrates knowledge of resources, strategies, networks, organizations, and unique services that work with individuals with disabilities and their families including career, vocational, and transition support, including possible funding agencies and financial sources for secondary aged students (local, state, and federal).
- Demonstrates high professional judgment and advocates/models for others within the educational setting and community.
- Demonstrates knowledgeable of rights to privacy, confidentiality, and respect for differences among all persons interacting with individuals with disabilities.
- Providing leadership to others in maintaining ethical standards of the medical practice and teaching.
- Observes and follows all PASEC policies and procedures; maintains high levels of professionalism and commitment through punctuality and attendance.
- Other duties as assigned by the PASEC administration.