JOB DESCRIPTION

JOB TITLE: Classroom Health Care Specialist, Licensed Nurse

REPORTS TO: Special Education Director

UNIT CLASSIFICATION: Renton Professional-Technical Association (RPTA) Level 3

PRIMARY PURPOSE:

The Licensed Nurse for the position of Classroom Health Care Specialist assists the school nurse and special education classroom teacher. Responsibilities include administering and monitoring gastrostomy tube feedings; performing endotracheal or tracheostomy suctioning; administering nebulizer treatments and/or oxygen as ordered; administering and recording student medications and treatments given at school; assisting in maintaining student safety; monitoring the health of developmentally delayed students; and providing communication and general classroom assistance to the special education teacher. The incumbent may work primarily with an individual student with special needs or may be in a setting that requires focusing on the health and nursing needs of multiple medically complex students. This position may assist with the care of students in the school clinic. The licensed nurse communicates with families about student health needs, in coordination with the school nurse and special education teacher.

ESSENTIAL FUNCTIONS

1. The following duties may be performed only under physician orders and under the direction and supervision of the school nurse:
   - Administer and monitor gastrostomy tube feedings per prescribed schedule.
   - Perform endotracheal or tracheostomy suctioning.
   - Administer nebulizer treatments and/or oxygen as ordered.
   - Perform and instruct students in the special medical procedures they require in learning independent self-care, i.e. catheterization, colostomy care, diabetes care.
   - Administer medications orally, rectally, nasally, by injection, and other routes as needed.
   - Record student medications and treatments given at school.
   - Maintain a safe environment for all students with regards to medication storage and usage, including controlled substances to protect students from overdose.
   - Determine the best method for administering medication based on the needs of the student.
   - Instruct students in proper use of medications.
   - Manage student diabetes care including blood glucose monitoring, treatment of hypo and hyperglycemia, insulin injections, carb counting and other care as needed.
2. Assists in maintaining student safety during seizures, monitor seizure activity, and document and record seizures for communication to caretakers, parents, and physicians.
3. Monitor and maintain student airway and breathing, skin integrity, perform dressing changes.
4. Focus on the health and nursing needs of multiple medically complex students in the classroom setting.

5. Monitor the health of developmentally delayed students; provide input to classroom teacher and school nurse regarding issues such as pressure spots from positioning, weight gain or loss, changes in skin integrity and condition in students at risk for skin breakdown.
6. Move students with limited mobility, including lifting, pushing, pulling, sitting, standing, bending and transferring student from one position to another, in consultation with the physical and occupational therapists.
7. Use medical equipment such as Hoyer lifts, standers, and other specialized positioning equipment.
8. Follow programs and nursing care plans developed by special education teacher and school nurse, including data taking and record keeping.
9. Ride school bus with medically fragile students and provide nursing care during transport.
10. Provide instruction related to student health including proper medication use, menses education.
11. Assist special education teacher in increasing student ability for self-care.
12. Provide mental health first aid for students with anxiety or other mental health concerns.
13. Communicate with families in collaboration with school nurse and teacher regarding student health needs and issues, including completing health-related information forms such as head injury form, injury notification forms, etc.
14. Monitor student health supplies and communicate with families when supplies are running low.
15. Participate in field trips to support student health needs during the school day regardless of location.
16. Under the direction of the classroom teacher, provide support for assigned student's behavior management. Build self-esteem by applying appropriate positive reinforcements for academic and behavioral growth.
17. Provide support for IEP goals for assigned students. Provide instructional support to assigned students when appropriate.
18. Communicate with classroom teacher or assigned supervisor and other district staff concerning assigned student's activities, goals, progress and program planning; assists in planning and adapting instructional materials and activities for use with special education students.
19. Interact with assigned students and maintain awareness of individual student emotional and physical needs; discuss problems. Observe students for possible illegal drug use or signs of abuse; report situations requiring action to supervisor.
20. Maintain special education student records; complete required forms and documentation; maintain supply of forms and materials.
21. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
22. Perform related duties consistent with the scope and intent of position.

Depending on the assignment, the Classroom Health Care Specialist may also provide one or more of the following duties:

1. Attend department staff meetings to exchange information about students. Contact parents to arrange meetings; obtain signatures on Individualized Education Plans and/or distribute IEP materials; document IEP steps.
2. Prepares snack or lunch for students; feeds children as needed; cleans area after meal.
3. Monitor assigned students on playground, in gymnasium or during lunch periods; assists students inn boarding or exiting buses; transports students as necessary throughout school premises.

MINIMUM QUALIFICATIONS

1. Current license as a Licensed Practical Nurse or Registered Nurse. One year of experience in the nursing field, preferred.
2. Experience providing nursing care to significantly disabled persons preferred.

3. Valid and current first aid and CPR card.
4. All certificates, licenses, endorsements and permits as required for this position by state and local authorities.
5. The skill and ability to perform the duties satisfactorily and to accept the responsibilities listed under the heading "Responsibilities."
6. Hepatitis B/HIV training workshop required upon employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of a variety of health care and treatment methods.
- Knowledge of medications.
- General knowledge of nutritional needs.
- Knowledge of a variety of medically complicating conditions.
- Familiarity with adaptive equipment.
- Skill in tube feedings, suctioning, catheterization, colostomy care.
- Skill in assessing health needs and conditions and determining requirements.
- Skill in recognizing seizure activity and treatment of seizures.
- Ability to deal with students in a caring and confident manner.
- Skill in oral and written communication.
- Ability to remain flexible to changes in assignments or situations.
- Ability to work effectively under pressure and retain a sense of humor.
- Ability to follow instructions and work with teacher/nurse as a team.
- Ability to establish and maintain effective working relationships with students, staff and parents.
- Cultural Competency; ability to effectively work with diverse populations.

EMPLOYMENT INFORMATION

Benefits: Consistent with the Professional-Technical Agreement