

SAN CARLOS SCHOOL DISTRICT

NURSE PARA-EDUCATOR

BASIC FUNCTION:

Under general supervision/direction of the Director of Special Education or designee (in coordination with the District School Nurse), the Para-Educator performs a variety of nursing, as well as clerical and supportive education tasks for general and special education students and related work as assigned.

ESSENTIAL DUTIES:

(Individual position may not perform all of the duties listed nor do these examples include all responsibilities of positions as they are individualized to student need)

- Performs specialized health care services for students per state laws and District procedures, including oral suctioning, blood pressure monitoring, blood glucose testing, medication administration, catheterization, drip and tube feeding administration, seizure protocols and other specialized nursing services
- Provides emergency care in situations such as anaphylactic shock, respiratory distress, insulin reactions, seizures, and other medical emergencies in a calm and effective manner
- Operates specialized medical equipment and instruments in the assessment and treatment of students
- Participates in the administration of nursing care described in emergency care plans, Individualized Education Plans or other written plans of care for students under the direction of the Director of Special Education and District nurse
- Supports students with specialized needs in the classroom setting including feeding, elimination needs/toileting, mobility, positioning, communication and learning
- Implement curriculum as provided by lead teacher; observe and manage behavior of students according to approved procedures, established classroom rules and procedures, which promote positive behavior and learning
- Collaboration with teaching staff, other agencies and medical professionals as directed by the School Nurse and/or the Student Services Director or designee
- Performs a variety of routine clerical duties, including school and parental correspondence, data collection and medical monitoring.
- Prepares and maintains records, reports, doctor orders and parental consents related to assigned activities
- May be required to ride a school bus or other transport vehicle to provide nursing care to students being transported via district transportation services, as needed. May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care, as needed
- Establishes and maintains good communication and effective professional working relationships with parents, students, teachers, administrators, special education personnel, other medical professionals and all others whom they come in contact with
- Demonstrates professional standards of care, including confidentiality, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices in the educational setting
- Reports suspected child abuse to Child Protective Services as required by California statutes of mandated reporters
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District office policies and State regulations concerning medical and educational supports to students
- Simple record-keeping and record management
- Word processing using Microsoft Word and Excel and Internet and e-mailing tasks
- Modern medical terminology, equipment and techniques
- Accepted methods and principles of personal hygiene
- Basic diagnostic methods for medical conditions and diseases
- Accepted medical assessment techniques
- Interpersonal skills using tact, patience and courtesy
- Public health agencies and local health care resources
- Health and safety regulations
- Operation of specialized medical equipment, machines and instruments

ABILITY TO:

- Understand the specific needs of the children in the program to which assigned
- Understand and carry out oral and written directions and communicate satisfactory in oral and written form
- Work independently, plan and organize work and be flexible
- Establish and maintain cooperative relationships with children, teachers and co-workers
- Gain the confidence of the children and supervise them in educational and recreational situations

EDUCATION AND EXPERIENCE:

- A work history demonstrating reliability and good attendance.
- Possess a High School Diploma; Possess a minimum of A.A. (B.A./B.S. Bachelor's degree is highly desirable)
 - Any combination of training, education and experience, which demonstrates the ability to perform the duties.
- Prior experience working in a school setting, children's program or medical setting is preferred

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:

- Current valid California State license as a Licensed Vocational Nurse
- Valid First Aid and CPR Certification

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- School Environment
- Subject to interruptions
- Noise level is usually moderate

PHYSICAL DEMANDS:

- Facility to see, distinguish colors and read printed materials.
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk on uneven terrain such as playground
- Able to squat, twist, stoop, kneel, and bend and reach overhead.
- Able to sit and stand for sustained periods of time.
- Able to lift up to forty (40) pounds frequently to shoulder height
- Support students weighing up to 175 pounds
- Able to push and pull objects weighing up to forty (40) pounds
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate computer keyboard in a safe and efficient manner.
- Mental acuity to perform the essential functions of this position.

MENTAL DEMANDS:

- Occasional stress of emergencies
- Stress of deadlines
- Stress of interpersonal conflict
- Normal work standards stress
- Ability to work with interruptions
- Analyze multi-variant problems and generate alternatives and solutions

HAZARDS

- Potential exposure to communicable or infectious diseases and contact with blood and other bodily fluids

Board Adopted: _____