

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Special Assignment Nurse	Wage/Hour Status:	Exempt
Reports To:	Director District Health Services	Date Revised:	5/10/2018
Dept./School:	District Health Services		

Primary Purpose:

Responsible for assisting the primary school nurse in assessing, planning, implementing, and evaluating school health services within the context of a coordinated school health program.

Qualifications:

Education/Certification:

- Graduate of an accredited professional nursing education program
- Valid registered nurse license to practice professional nursing in Texas
- Vision and hearing state certification (preferred)
- Acanthosis nigricans state certification (preferred)
- Spinal state certification (preferred)
- American Heart Association Basic Life Support Instructor certification (preferred)

Special Knowledge/Skills:

- Willingness to become an AHA Faculty member and all duties related
- Knowledge of national, state and local student health requirements
- Strong organizational, communication, and interpersonal skills

Experience:

- Five years of current nursing experience
- Two - Three years working with special needs students, homecare or skills related to G-tube, tracheostomy, catheterizations and or ventilators
- Previous school nurse experience (preferred)

Major Responsibilities and Duties:

- Assist school nurse with all daily tasks as requested by the primary school nurse and/or district
- Conduct special education evaluation screening assessment completed prior to ARD committee meeting
- Assist with immunization compliance

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Assist with training for all unlicensed personnel skills, such as diabetes care, epi-pen, diastat, and medication administration

Assist with training, verification of training and competency of all nursing skills and delegated tasks, such as tracheostomy care, tube feeding, and catheterization

Assist with training staff regarding student health related concerns

Assist with communication and training of select employees in the transportation department regarding the care of special education students while on PISD school buses

Assist with computer health log, medication module, health history, immunizations and screening input as needed.

Conduct state screenings, referral and follow up processes

Assist with SHARS billing

Assist school nurses and other special assignment nurses in all aspects of the care of special education students

Communicate with school nurses, special assignment nurses, principals on issues related to special needs students and their care

Communicate with private duty nurses, homecare agencies, parents and district designee in regards to adherence to private duty nurse guidelines

Proficient in Word, Excel, Adobe desktop and other related programs

Be willing to assist with the creation, updating and maintenance of district external/internal websites and related forms

Become proficient in the use of TEAMS and train/assist other district nurses

Prepare technology related training

Participate in the TEAMS user group meetings and planning

Assist director for district health as assigned

Assist with adventure camp/off campus field trip preparation duties related to training, organizing and preparing the supplies, the camp clinic or other requirements related to off campus activities

Orient and assist new nurses through orientation process

Conduct clinic evaluations

Assist with evaluation and review of Plano ISD Health Services administrative guidelines

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Job Title: Special Assignment Nurse

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and /or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds; biological exposure to bacteria and communicable diseases

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 5-10-18 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____