

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Special Assignment Nurse	Wage/Hour Status:	Exempt
Reports To:	Director of District Health	Pay Grade:	820
Dept./School:	District Health/Campus	Date Revised:	5/2019

Primary Purpose:

Responsible for private duty nursing assignments in lieu of a contracted private duty nurse. Responsible for special education nursing assignments as determined by the need of an individual student or classroom group medical needs and conditions requiring skilled nursing.

Qualifications:

Education/Certification:

Graduate of an accredited professional nursing education program

American Heart Association Basic Life Support Provider certification

Special Knowledge/Skills:

Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners

Competent and proficient nursing skills related to the special education population, including skilled nursing procedures

Experience:

Two years of nursing experience

Major Responsibilities and Duties:

Knowledge and competency in computerized documentation

Assist with computer health log and health history documentation

Perform skills, nursing tasks and care as determined by the individual health plan as outlined in the student's individualized education program (IEP) and as assigned by the supervisor, including but not limited to, gastrostomy feedings with enteral pump, respiratory treatments, seizure management, and behavioral management of an autistic nonverbal wheelchair bound student. Assist with bath rooming needs.

If working with special education students, maintain open communication with the school nurse in order to coordinate care

Report all issues and changes in care and plan to school nurse and special education nurse case manager
Willingness to ride the bus with the student to and from school as well as any field trips, or other off campus activities, as determined by the IHP

Job Title: Special Assignment Nurse (Private Duty)

Willingness to execute all physician orders as pertains to the private duty nurse assignment

Willingness to oversee the medical care of multiple special education students in school setting

Bills SHARS as appropriate

Adheres to HIPPA/FERPA and confidentiality rules and regulations.

Presents a positive role model for students who supports the mission of the school district

Functions independently under state and agency guidelines and policies

Knows and follows district health policies and guidelines, as related to health services

Follows all rules regulations and policies of Plano ISD and follows directives from superiors

Follows attendance policy as assigned by supervisor

Follows the guidelines of the Nurse Practice Act and follows The Scope and Standards of Practice

Develops professional skills appropriate to job assignments

Execute all other duties or assignments as determined by the district

Adheres to appropriate dress guidelines for school setting

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide 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:** 05-29-19

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:** _____