

**LAKEVILLE AREA PUBLIC SCHOOLS  
POSITION DESCRIPTION**

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| <b>POSITION TITLE:</b>               | <b>Related Services Nurse</b>                            | <b>LOCATOR: (Office Use Only)</b>      |
| <b>DEPARTMENT/BUILDING:</b>          | <b>Special Education/Various Sites</b>                   | <b>POSITION CLASSIFICATION:</b>        |
| <b>TITLE OF IMMEDIATE SUPERVISOR</b> | <b>School Principal or Director of Special Education</b> | <b>BARGAINING UNIT: Non-Affiliated</b> |

**POSITION SUMMARY:** The related services nurse is responsible for performing nursing procedures for special education students with significant healthcare needs under the guidance of a Licensed School Nurse. Specific roles and responsibilities will vary depending on the individual needs of the student or students served. If the special education classroom to which this position is assigned no longer has any students who require nursing procedures, this position will end with a five-day notice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Implement individual education plans and individual health care plans for assigned students.
2. Perform specific nursing procedures which might include suctioning mucous from the airway of a child who can't clear his/her own airway, caring for a student who has special breathing apparatus, performing urinary catheterization, managing diabetes and performing tube feedings. Clean, maintain and properly store equipment related to these nursing procedures.
3. Collect data, document and monitor; performing review of physical status.
4. Administer First Aid and CPR as necessary.
5. Dispense, record and administer medications; Monitor and document medication side effects, adverse reactions and effect on target behavior; Carry out verbal or written orders from authorized prescribers as directed by LSN.
6. Provide documentation for health files and for third-party billing purposes
7. Comply with all Federal and State laws, rules, and regulations, as well as District policies, regarding health issues.
8. Participate in the educational programming conducted in assigned classrooms/programs when not engaged in required nursing procedures.
9. Assist students in getting safely to and from school buses.
10. Escort students to and from classes and supervise them in the classroom, lunchroom and other school locations as needed.
11. Arrive to work on time in order to effectively meet the needs of the students.
12. Utilize District systems to report absences/request time off from work as directed by School Principal or Director of Special Education.

**POSITION QUALIFICATIONS:**

1. RN or LPN licensed by State Board of Nursing.
2. Knowledge of diabetes, asthma, insulin pumps, nebulizer treatments, tube feedings, wheel chairs, range-of-motion, orthotics, and specialized equipment such as standers, assistive technology devices, oral motor facilitation, calming techniques, visual devices, proprioceptive, and sensory techniques.
3. Basic computer knowledge (e.g. Email, Google Drive) and communication skills to effectively

address staff, students' and parents' concerns, in a sensitive manner.

4. Blood Borne Pathogens and Universal Precautions training required.
5. Ability and knowledge to respond effectively to emergency situations.
6. First Aid and CPR/AED certification. Incumbent is responsible for maintaining current certification.
7. Ability to take direction from multiple licensed staff members (e.g., LSN, teacher, occupational therapist)
8. Ability to handle confidential information appropriately
9. Ability to establish and maintain effective working relationships with student(s) and staff
10. Knowledge of chronic health conditions and disabling conditions
11. Ability to use vocal communication to express or exchange ideas by means of the spoken word and convey details or important instructions to others accurately, loudly or quickly.
12. Ability to see things up close and at a distance, adjust focus, and use depth perception/color perception/peripheral vision.
13. Ability to hear, to perceive information at normal spoken levels and to receive detailed information.
14. Ability to travel between District buildings when required.

| Employee is required to:                              | Never | Occasionally 1-33% | Frequently 34-66% | Continuously 66-100% |
|---|-------|--------------------|-------------------|----------------------|
| Stand   |       |                    |                   | <b>X</b>             |
| Walk  |       |                    |                   | <b>X</b>             |
| Sit   |       | <b>X</b>           |                   |                      |
| Use hands dexterously (use fingers to handle, feel)   |       |                    |                   | <b>X</b>             |
| Reach with hands and arms                             |       |                    | <b>X</b>          |                      |
| Climb or balance                                      |       | <b>X</b>           |                   |                      |
| Stoop/kneel/crouch or crawl                           |       | <b>X</b>           |                   |                      |
| Talk, See and Hear (see details in items 11-13 above) |       |                    |                   | <b>X</b>             |
| Taste or smell  |       | <b>X</b>           |                   |                      |
| Physical (lift and carry):                            |       |                    |                   |                      |
| Up to 10 pounds                                       |       |                    |                   | <b>X</b>             |
| Up to 25 pounds                                       |       |                    |                   | <b>X</b>             |
| Up to 50 pounds                                       |       |                    |                   | <b>X</b>             |
| Up to 75 pounds                                       |       |                    | <b>X</b>          |                      |
| Up to 100 pounds                                      |       |                    | <b>X</b>          |                      |
| More than 100 pounds                                  |       | <b>X</b>           |                   |                      |

**DATE: 10/19/18**