TITLE: Registered Nurse Special Education Assistant  
LOCATION: Various Locations throughout the District  
REPORTS TO: Special Education Instructor  
DEPARTMENT: Special Services  

SUMMARY STATEMENT:  
The Registered Nurse Special Education Assistant is responsible for performing nursing procedures within his/her scope of practice for students with disabilities within the Evergreen School District. The Registered Nurse Special Education Assistant receives medical orders, performs nursing assessment, develops appropriate care plans in conjunction with the School Nurse and implements nursing care as needed. The Registered Nurse Special Education Assistant maintains student safety and confidentiality.

ESSENTIAL FUNCTIONS:
1. Must be able to communicate effectively with students, staff, and the general public.
2. Collect and analyze data for designated students.
3. Develop a goal-oriented individualized plan of care for designated students in conjunction with the School Nurse. Review and revise plan periodically.
4. Initiate nursing interventions through giving direct care. This may include, but not be limited to, the following:
   • Clean intermittent catheterization (CIC) for handicapped students
   • Administer medications and tube feedings
   • Administer oxygen for emergencies.
   • Blood glucose testing in accordance with medical orders
   • Administer or assist student in self-administration of insulin according to previously developed plan
   • Administer ophthalmic, otic, or dermatologic medications as needed
   • Administer medications to and assist with feeding of disabled students with swallowing difficulties
   • Tracheotomy care and assistance
5. Lift and/or position students as necessary.
6. Assist and instruct students toward becoming independent in self-care, if appropriate.
7. Evaluate the response of individual students to nursing interventions and modify the care plans as needed to meet desired outcomes.
8. Perform health-related activities as requested by the School Nurse/as indicated in the student Individualized Education Plan (IEP).
10. Follow standard process and procedures regarding handling and disposal of body fluids.
11. Establish and maintain accurate student health and medical records.
12. Maintain student confidentiality.
13. Report divergence from expected student outcomes to parents and/or School Nurse.
14. Handle body fluids as necessary.
15. Feed students as necessary.
16. Lift and/or position students as necessary.
17. Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
18. Delegate selected nursing functions in accordance with standard nursing procedure and the law.
19. Maintain professional competence through continuing education.
20. Submit accurate billing information for reimbursement in accordance with District procedure.
21. Travel from location to location within the District in order to assist students with health issues.

**OTHER RESPONSIBILITIES:**
1. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**
- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Travel (66-100%)
- Sitting (Up to 33%)
- Standing (Up to 33%)
- Walking (Up to 33%)
- Stooping (33-66%)
- Bending (33-66%)
- Lifting up to 75 lbs with assistance (33-66%)
- Acceptable Attendance
- At risk for Bloodborne Pathogens and other potentially infectious materials

**MENTAL DEMANDS REQUIRED:**
- Verbal Communication (66-100%)
- Written Communication (Up to 33%)
- Confidentiality (66-100%)
- Customer Contact (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
Sterile and Clean Catheters, feeding tubes, pagers and/or cell phones, Thin Client, Voice Mail, copy machines, FAX machine, and all other tools and equipment needed to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Graduate of an accredited nursing program.
2. Must possess a current Washington State Registered Nurse license.
4. Demonstrated ability in performing catheterizations, tube feedings, and other common nurse procedures.
6. Must be able to work independently as well as with a team.
7. Demonstrated ability to maintain confidentiality of sensitive information.
8. Must be able to communicate effectively with students, staff, and the general public.
9. Must be able to travel from location to location in order to accomplish tasks.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**189-190 Days Per Year (Includes Holidays)**
**Variable Hrs. Per Day**

PSE: ____________________________  Date: ________________

District: ____________________________  Date: ________________
Registered Nurse Special Education Assistant