



POSITION OPENING

CLASSROOM HEALTH CARE SPECIALIST

The person in this position provides assistance to a school nurse and a special education classroom teacher. Responsibilities include administering and monitoring gastrostomy tube feedings; performing endotracheal or tracheostomy suctioning; administering nebulizer treatments and/or oxygen as ordered; administering and recording student medications and treatments given at school; assisting in maintaining student safety; monitoring the health of development delayed students; and providing communication and general classroom assistance to the special education teacher. The person in this position will be working primarily with an individual student with special needs. This position is temporary depending on enrollment.

ESSENTIAL FUNCTIONS

1. The following duties may be performed only under physician orders and with the direction and supervision of the school nurse:
 - a. Administer and monitor gastrostomy tube feedings according to prescribed schedule.
 - b. Perform Endotracheal or tracheostomy suctioning.
 - c. Administer nebulizer treatments and/or oxygen as ordered.
 - d. Perform and instruct students in the special medical procedures they require in learning independent self care, i.e. catheterization, colostomy care.
 - e. Administer and record student medications and treatments given at school. Determine the best method for administering medication based on the needs of the student. Maintain awareness of possible side effects of medication.
2. Assists in maintaining student safety during seizures, monitor seizure activity, and document and record seizures for communication to caretakers, parents, and physicians.
3. Monitors health of developmentally delayed students; provide input to classroom teacher and school nurse regarding issues such as pressure spots from positioning, weight gain or loss, changes in skin integrity and condition in students at risk for skin breakdown.
4. Follows programs and nursing care plans developed by special education teacher and nurse, including data taking and record keeping.
5. Oversee student behavior in a classroom, resource center or other learning area, implementing classroom behavior management system; act as a model to demonstrate appropriate behavior; reinforces positive behaviors, discipline students as authorized. Build self esteem by applying appropriate positive reinforcements for academic and behavioral growth.
6. Tutor students individually or instructs small groups in assigned learning activities under the direction of the classroom teacher; present and explain lessons (may be trained in and required to use specific presentation skills unique to the classroom or program); ensure student understanding of material; monitor student progress, implementing reinforcement techniques.
7. Communicates with classroom teacher or assigned supervisor and other district staff concerning student activities, goals, progress and program planning; assists in planning and adapting instructional materials and activities for use with special education students.
8. Interacts with students and maintains awareness of individual student emotional and physical needs; discusses problems. Observes students for possible illegal drug use or signs of abuse; reports situations requiring action to supervisor.
9. Maintains special education student records; completes required forms and documentation; maintains supply of forms and materials.

Depending on the assignment, the Classroom Health Care Specialist may also provide one or several of the following duties:

10. Attends departmental staff meetings to exchange information about students. Contacts parents to arrange meetings; obtains signatures on Individualized Education Plans and/or distributes IEP materials; documents IEP steps.

11. Enters special education student data into computer. Sets up computer applications for students and tutors students in computer operation.
12. Prepares snack or lunch for students; feeds children as needed; cleans area after meal.
13. Arranges classroom or resource area for activities; prepares bulletin boards.
14. Collects, reviews, grades and records students' assignments; administers test. Returns assignments and tests; recommends grade level to teacher; provides feedback on progress to students. Posts grades to charts.
15. Operates photocopying machine to duplicate educational materials, assignments or tests; types materials as needed; creates instructional materials.
16. Supervises students on playground, in gymnasium or during lunch periods; assists students in boarding or exiting buses; transports students as necessary throughout school premises.
17. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
18. Performs related duties consistent with the scope and intent of position.

MINIMUM QUALIFICATIONS

1. Current license as a Licensed Practical Nurse and at least one year of experience in the medical field.
2. Experience in providing nursing care to handicapped persons is desirable. Allowable substitution-Registered Nurse.
3. Maintain current licensure as a Licensed Practical Nurse. Valid and current first aid and CPR card.
4. All certificates, licenses, endorsements and permits as required for this position by state and local authorities.
5. The skill and ability to perform the duties satisfactorily and to accept the responsibilities listed under the heading "Responsibilities."
6. Hepatitis B/HIV training workshop required upon employment.
7. Knowledge of a variety of health care and treatment methods.
8. Knowledge of medications.
9. General knowledge of nutritional needs.
10. Knowledge of a variety of medically complicating conditions.
11. Familiarity with handicapping conditions and adaptive equipment.
12. Skill in tube feedings, suctioning, catheterization, colostomy care.
13. Skill in assessing health needs and conditions and determining requirements.
14. Skill in recognizing seizure activity and treatment of seizures.
15. Ability to deal with students in a caring and confident manner.
16. Skill in oral communication.
17. Ability to remain flexible to changes in assignments or situations.
18. Ability to work effectively under pressure and retain a sense of humor.
19. Ability to follow instructions and work with teacher/nurse as a team.
20. Ability to establish and maintain effective working relationships with students, staff and parents.

EMPLOYMENT INFORMATION

Benefits: Consistent with the Professional-Technical Agreement

APPLICATION

Interested candidates should apply online at http://www.rentonschools.us/Departments/Human_Resources. All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

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In-district applicants

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.rentonschools.us.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at www.rentonschools.us** or email us at Human.Resources@RentonSchools.us.