



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION NURSE ASSISTANT-SPECIAL EDUCATION**

## **QUALIFICATIONS:**

1. Holds a minimum of a high school diploma.
2. Holds a current Licensed Practical Nurse licensure from the State of New Jersey.
3. Demonstrates successful experience in working with children, especially children with disabilities, with documented health issues.
4. Demonstrates skill in communicating effectively with students and school staff.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services or designated administrator

**JOB GOAL:** To assist the special education teacher by working with individual disabled students, with significant health issues, to provide them with physical assistance, safety and emotional support as needed to gain optimum benefit from their placement in the school environment.

## **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Setting
  - a. Assists the special education teacher in the use and adaptation of a wide range of therapy techniques and equipment.
  - b. Participates in the implementation of the individualized rehabilitative plan for a specific student.
  - c. Performs specialized physical, therapeutic and self-help development activities.
  - d. Provides assistance to students in bathroom and other physical needs, as appropriate and necessary.

- e. Provides assistance to students with physical disabilities which may involve, but not be limited to transferring the student between a wheelchair, floor, table or therapy device and the use of an appliance or prosthetic.
- f. Assists, where appropriate, in loading and unloading the special education pupil from transportation bus or van.
- g. Assists the pupil with various projects, crafts, and curriculum tasks.

2. Student Management

- a. Contributes to the health management of a targeted student within and outside the classrooms as necessary.
- b. Works closely with the school nurse to ensure that the targeted student's health plan is being followed.
- c. Accompanies the teacher and student on class trips to assist with the supervision of behavior and safety issues.
- d. Provides safety and security, as needed, during the transportation of the student to and from school.

3. School/Community Relations

- a. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
- b. Cooperates and shares professionally with other members of the staff.

4. Professional Development

- a. Participates in job-related professional development experiences in accordance with district procedures when applicable.
- b. Receives consultative training from CST, therapists, nurses and others when applicable.

5. Other Related Tasks

Performs such other tasks and assumes such other responsibilities as the Director of Special Services or designated administrator may assign.

**TERMS OF EMPLOYMENT:** Hourly as needed. Salary will be established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of the position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** April 30, 2008