

**EDUCATIONAL SERVICE UNIT 4  
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN  
WHO ARE BLIND OR VISUALLY IMPAIRED**

**JOB DESCRIPTION**

**JOB TITLE:** Nurse  
**DEPARTMENT:** Center-Based Program and Residential Services  
**REPORTS TO:** Principal and Residential Services Supervisor

**MINIMUM  
REQUIREMENT:** Registered Nurse

**PREFERRED  
REQUIREMENT:** Experience with disabilities and special populations

**KNOWLEDGE, SKILLS  
AND ABILITIES:**

**Knowledge** of consultation protocol and process of calling on LEAs, ESUs, parents, and the medical community; basic technology for documentation and communication; educating students with disabilities; and the requirements and procedures regarding the administration of medical services.

Basic **skills** related to leadership; problem-solving, time management, organization, and communication; public/community relations; self-motivated and self-starter; flexible; and work cooperatively with others as a team player.

**Ability** to effectively train others; operate a personal computer in order to complete all functions of daily operations and communication related to the job position; learn current technology devices and applications specific for those with disabilities; physical ability to lift, team lift and/or transfer students; and be flexible in work hours as required to fulfill duties.

Coordinate with other professional and support staff in providing best practices for students; involvement in professional development activities and network with others; and maintain confidentiality of student records.

Completion of required training including: State of Nebraska Defensive Driving Course; Pupil Transportation Courses and Permits (small vehicle and school mini bus); CPR Certification, Medication Administration; Suicide Prevention Course; and Blindness Basics Course.

Represent the Nebraska Center for the Education of Children Who Are Blind or Visually Impaired in a professional manner in dress, attitude, and actions.

**PRIMARY  
FUNCTION:**

Provide for medical needs of students enrolled at NCECBVI; provide training, and act as a resource, for all NCECBVI staff, parents and school districts regarding medical issues. This position provides "on-call" status after hours.

**DUTIES AND  
RESPONSIBILITIES:**

1. Administer routine medications and/or injections as prescribed by a physician.
2. Administer all emergency first aid and medical needs according to standard routine procedures.
3. Document all services provided to standard procedure.
4. Coordinate and consult with orientation and mobility specialist, speech pathologist, occupational therapist, physical therapist, residential, and other staff members regarding medical/physical related student activities.
5. Assist parents with receiving medical, counseling, or other needed services. As needed, coordinate and transport students to appointments.
6. Implement instructions from students' family physician.
7. Develop and monitor individual student health plans as required by collaborating with parents, physicians and staff members.
8. Provide, on a regular basis, student information regarding current medical status and concerns to the Nebraska Center for the Education of Children Who Are Blind or Visually Impaired staff.
9. Provide inservice training for Nebraska Center for the Education of Children Who Are Blind or Visually Impaired staff such as medication administration, CPR certification, etc.
10. Participate in student IEPs and MDTs as required including developing student health plans.

11. Coordinate therapy programs to include weekly communication and working with the physical therapist and occupational therapist.
12. Communicate with ESU4 Nurse and State of Nebraska nursing affiliates to remain up-to-date on current medical regulations and legislation.
13. Serve on ESU4 and NCECBVI committees regarding health, wellness, and safety/crisis.
14. Participate in staff development opportunities when appropriate.
15. Other assignments as assigned by the Campus Administrator.

**SALARY:**

Negotiable; 185 day school year contract; additional summer hours may be required for summer camps and other offerings

June, 2017