

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**  
**CLASSIFICATION: CLASSIFIED**  
**JOB TITLE: SELPA HEALTH SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, designee or the credentialed school nurse/public health nurse, the SELPA Health Specialist will provide specialized physical health care services for or assist with specialized health care procedures and duties as assigned for medically complex special education students who have documented physician's orders; assess and administer student health care safely, record and document the provision of health care procedures; work cooperatively with special education staff and other designated personnel.

### **REPRESENTATIVE DUTIES:**

Provide school health and nursing services to Colusa County Office member districts, conduct required health screening for vision, hearing, scoliosis and others; prepare and maintain related health records and State reports. **E**

Promote health and prevention education and safety; conduct staff education and in service training meetings related to specialized health conditions, procedures, medications and others. **E**

Participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students; prepare health and development programs for students; develop and implement individualized nursing care procedures as necessary. **E**

Refer students, parents or guardians to appropriate community resources for recommended health service programs; recommend auxiliary services for economically disadvantaged students as appropriate. **E**

Implement specialized health care procedures and administer medications and treatments as the needs of the students dictate and as prescribed by the school nurse and in alignment with physician's orders. **E**

Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: tracheotomy care, suctioning, and other oxygen therapy. **E**

Respond to student medical emergencies and administer appropriate first aid, medication, and prescribed procedures as outlined by directives, health care protocols, and policies. **E**

Recognize student health problems/concerns and communicate them to the school nurse. **E**

Prepare and maintain a variety of State and other reports as required, such as student progress reports, immunization, hearing, vision, CHDP and others. **E**

Conduct home visits as necessary; evaluate health and medical care requirements and refer to appropriate health services. **E**

Operate specialized medical equipment, such as but not limited to: suction equipment, feeding tubes. **E**

Monitor inventory of appropriate materials and supplies needed to administer specialized health care procedures; ensure adequate supply levels are maintained and check equipment periodically for proper functioning; ensure sanitary standards are met. **E**

Assist with the daily living needs of students within the classroom/educational settings including, but not limited to: toileting, feeding, physical therapy and occupational therapy exercises. **E**

Assist in physically positioning and/or transferring lifting students as required; lift, turn, and move students from place to place. **E**

Assist in the supervision and monitoring of students to maintain effective learning and/or safe play/recreational environments; note behavioral and other problems observed; reinforce designated discipline management program as appropriate. **E**

Maintain student records and files and prepare routine reports related to completion of health procedures, medications administered, Individual Education Plan (IEP) and assigned activities. **E**

Assist special education staff with the implementation of the instructional program/curriculum and IEP's of students. **E**

Assist in the planning of health needs and providing health services for students in Extended School Year. **E**

Provide a safe and sanitary environment for the student(s). **E**

Adhere to schedules. **E**

Attend staff and in-service training meetings and seek appropriate educational opportunities. **E**

Perform other and related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Acute and chronic health conditions and medication commonly used for these conditions in the pediatric population

Proper operation of specialized health assessment instruments

Modern medical terminology, equipment and techniques including physical assessment skills

Public health agencies and local health care resources Interpersonal skills using tact, patience, and courtesy IEP requirements

Oral and written communication skills

Health and safety regulations

Record-keeping techniques

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Perform a wide variety of nursing duties, accept directions, and be flexible

Perform specialized health care procedures according to established procedures and protocols

Create an atmosphere conducive to care, rehabilitation and growth

Record and maintain data

Communicate effectively both orally and in writing

Maintain confidentiality

Establish and maintain cooperative and effective working relationships with others

Understand and relate to children with special needs

Read, interpret, and apply rules, regulations, policies, and procedures

Observe health and safety regulations and reporting requirements

Maintain current knowledge of technological advances in the field

Work independently; deal with interruptions in a professional manner

- Prioritize and schedule work
- Report to school nurse to assure appropriate follow-up of student health concerns
- Follow therapy plans and provide quality nursing care
- Cooperate with others; work with special/general education students and staff as well as agencies serving students and families
- Lift and carry objects weighing up to 30 pounds
- Operate a computer to complete reports and maintain data
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from an accredited nursing school program and two years' experience providing health services to children.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid and current California nursing license (Registered Nurse)
- Valid California driver's license
- Valid and current certificate of proficiency in cardiopulmonary resuscitation (CPR Level C) issued by the American Heart Association or American Red Cross

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom, school, and community
- Constant interruptions
- Indoor and outdoor settings

**PHYSICAL ABILITIES:**

- Sitting or standing for extended periods of time
- Walking, stooping, bending, kneeling, heavy lifting, assisting in physical positioning and movement of students
- Lifting students and equipment weighing up to 30 pounds
- Reaching overhead, above the shoulders and horizontally, to retrieve and store student and classroom supplies
- Bending at the waist and turning/twisting
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read a variety of materials and monitor student health conditions
- Dexterity of hands and fingers to use specialized medical equipment
- Drive a vehicle to conduct work

**HAZARDS:**

- Potential for contact with blood-borne pathogens and communicable diseases
- Potential for confrontation with dissatisfied persons

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 175

**Approval Date:** July 2018