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VACANCY

POSTING DATE: November 6, 2018

TITLE: **SCHOOL NURSE**
Hillside Learning & Behavior Center
Allegan Area Educational Service Agency

QUALIFICATIONS:

1. Valid Michigan Registered Nurse License required.
2. Current Red Cross or American Heart certification in CPR and First Aid required.
3. Previous experience and commitment to working with persons with impairments is preferred.
4. Excellent communication and organizational skills.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To provide acute, chronic, episodic and emergency health care for students attending the Hillside programs; including assessment of students' health status and identification of health problems that may affect educational achievement. Development of health care plans, administration of prescribed medications, consultation with administration/staff pertaining to health care issues, and promotion of healthy choices.

APPLICATIONS: **Internal Applicants** - Submit letter of interest to Robin Lavender at rlavender@alleganaesa.org.
External Applicants - You must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

DEADLINE FOR APPLICATIONS: **Until filled.**

ESSENTIAL JOB FUNCTIONS:

1. Ability to understand written and oral instructions.
2. Ability to demonstrate appropriate verbal and written communication with students, parents, staff and community agencies.
3. Ability to lift and move objects of at least 30 lbs. at least 10 feet.
4. Ability to do a two-person lift on students 75 lbs. or more.

5. Ability to climb stairs, climb in and out of vehicles, bend, stoop, squat, kneel, and assist students with basic life functions.
6. Utilize office and classroom equipment such as telephone, computer, printer, copiers, fax machine, and tape recorder.
7. Utilize medical equipment such as suction machine, student specific ventilators, pulse ox, gastric tube feeding pump, and oxygen.
8. Ability to drive to and from district sites to deliver nursing care and/or medical services.
9. Ability to work collaboratively on a team, which includes teachers, service providers, administrators, and community partners.
10. Ability to participate in, understand, and initiate quality assurance and evaluation activities.
11. Ability to make decisions in accordance with established board policies and administrative guidelines on a daily basis, as well as during emergency/crisis and non-routine situations.
12. Ability to be on the job regularly and have a positive attendance record.

PERFORMANCE RESPONSIBILITIES:

13. Daily assessment of students and staff health needs and monitoring of their on-going needs.
14. Attend IEP's as requested, to ascertain appropriate medical attention/treatment required to optimize educational opportunities.
15. Ensure effective, timely communication with parents and agencies related to student health, which may include daily phone calls to/from parents and agencies.
16. Administer/supervise all physician-prescribed medication and arrange with parents for the supply and replenishment required for each student.
17. Monitor the effects of medication on students and coordinate the collection of information regarding medication needs of the students.
18. Maintain and update individual medical and health records for students.
19. Administer and/or recommend first aid treatment to students and staff.
20. Responsible for maintaining the clinic, including monitoring, requesting, and distribution of necessary medical/first aid supplies and health related items.
21. Prepare and submit reports for the State Department of Education and State and Local Departments of Public Health.

22. Periodically orient and provide medical in-services for staff in cooperation with supervisory staff regarding health observation, referral system and first aid and emergency care procedures.
23. Establish and maintain colleague relationships with institution, referral agencies, classroom staff, itinerant staff, and parents; maintaining and encouraging effective communications among these groups with regard to students' health needs.
24. Serve as a resource person to the classroom teacher and administration in health instruction.
25. Continually assess own professional strengths and needs.
26. Arrange for any needed school health services including physical examinations, immunizations, screening and preventative programs.
27. Maintain records of the required immunizations for all students and advise parents when additional immunizations are needed.
28. Monitor a student's condition who is in emergency seclusion for 15 minutes or in a physical restraint for ten minutes.
29. Perform such other tasks as may be assigned by the immediate supervisor, Director of Special Education or the AAESA Superintendent.

TERMS OF EMPLOYMENT:

Hours, wages, and benefits to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Classified Personnel.

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777

DISTRIBUTION:

1. AAESA Employees
2. AAESA Employee Association
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