

BOURNE PUBLIC SCHOOLS

Certified Nurse Assistant (CNA) Education Support Personnel

Category 3

Job Description

Reports to: Principal
Student Services Director
Director of Special Education and Student Services
School Nurse/School Nurse Leader
Assigned Teacher

Job Goal: To ensure the health and educational needs of assigned student(s) are met

Responsibilities Under the Direction of a Teacher:

1. Provide care for the health needs of assigned students, including emergencies
2. Implement care plans as written
3. Evaluate and monitor the specific health needs and medical condition of the assigned student(s) throughout the school day
4. Provide daily living services and daily health care to the assigned student(s) in case of injury or sudden illness
5. Functions as the primary liaison between the student's teachers and nurse on relevant health matters as they pertain to the assigned student(s)
6. May be assigned to support students within designated ratios 1:1, 1:2, depending on the nature of the disability, health and learning needs
7. Assist, as assigned, in implementing the student(s) daily schedule
8. Assist with the supervision of students across all settings throughout the day/ time
9. Implement the Individualized Education Plan, including providing all accommodations, modifications, and specialized instruction as outlined
10. Implement individualized behavior/social emotional plans including data collection
11. Follow prescribed criteria for providing and /or fading student support based on data analysis
12. Provide academic support based on classroom assignments and curriculum presented, including but not limited to pre-teaching and re-teaching under the direction of the classroom teacher
13. Assist students with organization throughout the school day
14. Collaborate with teachers regarding the academic, social, behavioral and physical needs and/or modifications, accommodations, or activities of the total student
15. Provide assistance with record keeping, data collection, -attendance, collection of money, etc.
16. Provide/Implement follow up activities to the teacher's lesson including working with students individually or in small groups under the direction of the classroom teacher
17. Respond to the needs of the students, especially at times when the teacher is otherwise not available
18. Participate in designated in-service programs
19. Provide supervision of assigned student(s) on field trips and other activities and programs
20. Perform assigned school duties such as lunch, recess, bus, hall, etc.
21. Small group instruction/assistance for math, reading, writing, and other activities
22. Help maintain a safe classroom environment

23. Assist with classroom preparation, organization, and clean up when necessary
24. Support the social emotional needs of students through positive relationship building
25. Assist students in dressing for the weather as needed
 1. Monitor and promote physical and social emotional safety throughout the day
26. Support students accessing technology
27. Provide generalization of instructional practices developed by related service providers (speech, OT, PT, Psychologists, etc.)
28. Assist with note taking and/or scribing for the student
29. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate
30. Ensure that all accommodations outlined in the DCAP (District Curriculum Accommodation Plan) are implemented based on student need
31. Perform other duties as assigned by the Principal and/or assigned teacher

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Be able to occasionally lift and/or move students/objects
5. Must be able to work in a noisy, stressful, high pressure environment and still be able to concentrate and keep students safe
6. May be assigned to multiple/different classrooms, grade levels, and/or teams
Ability to respond to emergency situations
7. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
8. May be required to assist with student personal hygiene
9. Ability to complete district approved de-escalation and safety training
10. Ensure confidentiality regarding all personal information and educational records concerning students and their families
11. Maintain professional boundaries with students and families
12. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
13. If the assigned student(s) is absent, work as assigned by the Building Principal and/or Director of Student and Special Education Services
14. Continually pursue professional training to keep skills current, participate in in-service training programs, attend courses, attend department meetings, etc.
15. While performing the job, communicate effectively

Qualifications:

Associates degree or higher preferred

Current license to practice as a certified nurses assistant in Massachusetts

First aid certified with recertification every 3 years

Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019