

**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title:** Paraprofessional Nurse Specialist

**Qualifications:**

- Bachelor's Degree
- Valid license to practice as a nurse in Massachusetts, if applicable
- Completion of a skill set of nursing competencies that correlate to the nursing care required during the school day
- Current certification in CPR
- Strong communication skills
- Ability to advocate for the student
- Demonstrated aptitude for work to be performed
- Successful completion of a Criminal Record Check (C.O.R.I.), Sexual Offender Record Check (S.O.R.I) and fingerprints
- Passion for working with children/students
- Basic knowledge of child growth and development
- Pediatric experience preferred

**Evaluated by:** Department Head of Special Education at assigned school with formal written input from Department Head of Nursing Services.

**Job Goal:** Paraprofessional with a medical/nursing background who will work in collaboration with the school nurse to provide direct care and support for a medically challenged student in a classroom setting.

**Work Year:** In accordance with the Wellesley Teachers Association – Unit C

The medical status of the student will dictate the need for paraprofessional support during extended year services and extracurricular activities.

**Salary/Benefits:** In accordance with the Wellesley Teachers Association – Unit C

**Performance Responsibilities:**

1. Work under the direction of the school nurse to provide direct care and document interventions.
2. Provide nursing care as identified in the individualized plan of care for the student.
3. Attend to the personal care needs of the student; inclusive of toileting, changing and feeding routines.
4. Assist the student with the computer/technologies and other equipment.

5. Collaboratively work with classroom teachers and other specialists providing service to student.
6. Develop and implement safety plans in case of emergency evacuation.
7. Provide parent(s) with updates/communication, under supervision of school nurse.

**Essential Functions of the Job:**

1. Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.
2. Physical agility and strength to perform job-related tasks appropriate for the age and/or grade level.
3. Ability to complete district approved de-escalation and safety training.
4. Demonstrate and verbalize clinical competence of the nursing procedures required to support the student while in school or attending school sponsored events.
5. Physical ability to transfer student from wheelchair/chair/changing table.
6. Ability to work as a team member.
7. Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day.
8. Have a flexible attitude, work well in teams, be responsive and able to adjust when changes in routines are made.

**Revision Date:** 5/24/18