

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
NURSING EDUCATION SPECIALIST

1. PLANNING / PREPARATION

- _____ 1. Establish short- and long-term plans based on student needs and District and state requirements.
- _____ 2. Select, develop and modify nursing-related materials to provide for the needs of students with diverse cultural and socioeconomic backgrounds, learning styles and special needs.
- _____ 3. Plan and prepare work for students which is clear, compelling and motivating.
- _____ 4. Plan and prepare strategies where students are actively involved in clinical activities.
- _____ 5. Assist in evaluating curriculum needs to continually improve the nursing program.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 6. Maintain a positive, organized and safe learning environment.
- _____ 7. Manage time effectively.
- _____ 8. Manage materials and equipment effectively.
- _____ 9. Establish and maintain efficient and accurate record keeping procedures.
- _____ 10. Use appropriate student behavior management techniques.
- _____ 11. Assist in enforcement of school rules and School Board policies.

3. ASSESSMENT / EVALUATION

- _____ 12. Develop and use assessment strategies to assist the continuous development of the student in the classroom and clinical settings.
- _____ 13. Interpret and use data for diagnosis, instructional planning and program evaluation.
- _____ 14. Observe students in the clinical setting.
- _____ 15. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- _____ 16. Access student records on a need-to-know basis and protect their confidentiality.

4. INTERVENTION / DIRECT SERVICES

- _____ 17. Demonstrate knowledge and understanding of nursing area.
- _____ 18. Apply principles of learning and effective teaching in classroom and clinical settings.
- _____ 19. Use a variety of instructional strategies for teaching students from diverse backgrounds with different learning styles and special needs.
- _____ 20. Select and modify materials, technology and resources to meet learning needs of all students.
- _____ 21. Provide meaningful and relative laboratory and clinical experiences moving toward full understanding of health care job potential.
- _____ 22. Provide instruction on safety procedures and proper use of materials and equipment.

5. COLLABORATION

- _____ 23. Communicate effectively, both orally and in writing with peers, students, parents and community.

NURSING EDUCATION SPECIALIST (Continued)

- _____ 24. Collaborate with students, parents and school staff to assist in meeting the wide range of student needs.
- _____ 25. Assist the Nursing Program Coordinator in promoting health care occupations.

6. STAFF DEVELOPMENT

- _____ 26. Assist others in acquiring knowledge and understanding of particular vocational area of vocational responsibility.
- _____ 27. Engage in continuous self improvement through inservice, classes and seminars.
- _____ 28. Use appropriate materials, technology and resources to help meet learning needs of all students.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 29. Perform the duties and responsibilities of the nursing program as outlined in the Gadsden Technical Institute Handbook.
- _____ 30. Display ethical and professional standards of conduct when dealing with students, peers and parents.
- _____ 31. Prepare all required reports and maintain all appropriate records.
- _____ 32. Attend clinical health facility meetings when needed.
- _____ 33. Participate on the Advisory Committee.
- _____ 34. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 35. Counsel students in the program as needed due to absences, grades and clinical performances and advise the Principal of possible difficulties.
- _____ 36. Ensure that student growth and achievement is continuous and appropriate for nursing area and is directed toward continued future jobs.
- _____ 37. _____
- _____ 38. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.
- _____ 42. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

NURSING EDUCATION SPECIALIST (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

(Signature of Evaluator / Date)