

SECTION XVI – POSITION DESCRIPTION
Professional Development/Education Coordinator

Professional Development/Education Coordinator:

1. **Term:** 2 years with optional re-election for one consecutive term

2. **Responsibilities:**

- a. Acts as Primary Nurse Planner for IASN **Approved Provider Unit** and complies with rules of certifying organization
- b. Coordinates the APU Nurse Planners
- c. Identifies needed continuing education topics
- d. Participates on conference planning committee
- e. Maintains appropriate records and database of programs and presenters
- f. Represents IASN in educational programs/offerings
- g. Cultivates relationships with institutions of higher learning to support school nursing as specialty practice

3. **Supporting roles:**

- a. Nurse Planners
- b. Continuing education teams (ad hoc)
- c. Conference Planning Committee
- d. Foundation Liaison
- e. UIC, Lewis, DePaul collaboration