**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:
		3. Acts as Primary Nurse Planner for IASN Approved Provider Unit and complies with rules of certifying organization
		4. Coordinates the APU Nurse Planners
		5. Identifies needed continuing education topics
		6. Participates on conference planning committee
		7. Maintains appropriate records and database of programs and presenters
		8. Represents IASN in educational programs/offerings
		9. Cultivates relationships with institutions of higher learning to support school nursing as specialty practice

3. Supporting roles:

1. Nurse Planners
2. Continuing education teams (ad hoc)
3. Conference Planning Committee
4. Foundation Liaison
5. UIC, Lewis, DePaul collaboration