

TITLE: NURSE PARAPROFESSIONAL

Definition: The aide will assist the nurse in providing health services for students.

QUALIFICATIONS:

1. Education and/or Experience
 - a. High school diploma/GED
 - b. Associate's Degree or Certification preferred
 - c. Any medical experience; i.e., EMT, C.N.A., LPN
2. Language Skills
 - a. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
 - b. Ability to write routine reports and correspondence
 - c. Ability to speak effectively before groups of employees or visitors to the district
 - d. Bilingual, preferred
3. Mathematical Skills
 - a. Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals
 - b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
4. Reasoning Ability
 - a. Ability to solve practical problems and deal with several variables in various situations
 - b. Ability to interpret variety of instructions furnished in written, oral, and/or diagram format
5. Other Skills and Abilities
 - a. Possess a Red Cross First Aid Card or obtain one within 90 days of employment
 - b. Possess a CPR Card or obtain one within 90 days of employment
 - c. Ability to operate a personal computer and related software
 - d. Ability to get along with people
 - e. Patience in dealing with parents and students
 - f. Ability to establish and maintain effective working relationships with students, staff, and the school community
 - g. Ability to communicate clearly and concisely, both orally and in writing
 - h. Ability to perform duties with awareness of all district requirements and Board of Education policies
6. Physical Demands
 - a. Regularly required to stand, walk, and sit
 - b. Occasionally required to lift and/or push up to 50 lbs
 - c. Required to use close vision, distance vision, and depth perception

REPORTS TO: Nurse

JOB GOALS:

1. Maintains health files on all children as required by law or guidelines.
2. Oversees and/or arranges necessary care for children whose health status does not meet the standard.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness

4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Completes and maintains up-dated immunization records on all students.
2. Performs other record keeping duties as required by the District and State.
3. Checks first aid supplies in the buildings and restock as needed.
4. Maintains the health office in the building.
5. Helps provide dental and personal hygiene instructions where needed with assistance.
6. Provides immediate first aid care to injured children.
7. Assists and/or conducts health screenings; vision, hearing, scoliosis, and head lice screening.
8. Provides minor first aid to sick students.
9. Transports sick and/or injured students as deemed necessary.
10. Assists with kindergarten round-up in the spring and with fall registration.
11. Assists in giving medication to students.
12. Assists in upgrading First Aid Kits at the buildings and for field trips.
13. Performs other duties as assigned by nurse or principal.

TERMS OF EMPLOYMENT:

1. Number of days as per appointment letter
2. 19.5 hours per week
3. Salary and benefits as per Board policy

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

STAFF HANDBOOK: August 2002