

NURSING ASSISTANT

Classification: Instructional – Non-School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent performs a variety of health care services to assist the school and nursing staff. The certified nursing assistant works with students, teachers, parents, district personnel, and the public to ensure the efficient operation of health care services.

Part II: Supervision and Controls over the Work:

Certified nursing assistants work under the day-to-day direction of the district nurse and are expected to implement care for student health injuries and/or illnesses in an expedient and safe manner. The assistant works with parents, students, and school nursing staff for the control and prevention of disease and for the development of optimum health of each student. The district nurse provides training, direction, and guidance governing the performance of districtwide duties. Assistants are responsible for being familiar with the school/district policies and procedures which govern their work.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Administers oral, inhaled, and topical medications to students as delegated by the nursing staff. Injected medications may be given only in an emergency.
 - a. Notifies nursing staff upon receiving new medication with prescriber's written order and parent permission.
 - b. Consults with nursing staff regarding dosage, schedule for administration, side effects, expected effects, and other pertinent data regarding medication.
 - c. Keeps accurate records of medications brought to the Health Office.

2. Applies clean dressings, slings, or support bandages under the direction of a district nurse.
3. Records vital signs of students, such as temperature, pulse, or respiration rate, as directed by nursing staff.
4. Provides appropriate emergency care of illness or injury to students and staff in accordance with school district policy and procedure and as directed by nursing staff.
5. Assists in the control of communicable diseases according to procedures.
6. Maintains confidentiality of information learned regarding students and their families.
7. Notifies nursing staff and/or building principal of serious incidents, significant health problems, referrals, and possible child abuse.
8. Exhibits knowledge of job limitations and accepts supervision.
9. Performs all other health-related work delegated or required to accomplish the objectives of the total school health program.

Communication/Documentation:

1. Channels requests for health-related information and nursing services to district nurse.
2. Completes “Health Office Visit” form to document each student seen in the Health Office including his/her chief complaint, treatment, and outcome.
3. Assists district nurse to prepare and maintain a cumulative health record for each student. Documents results of screening and designated health information.
4. Collects and maintains student emergency cards.
5. Completes student/staff accident reports and routes them to building principal and district nurse.

Working with Students with Special Health Needs:

1. Helps maintain a current confidential list of students with health conditions.
2. Communicates to the district nurse any need for follow-up of student health problems.
3. Assists in adaptations to allow the student to function in the school setting as delegated by the district nurse.

Health Office Maintenance:

1. Assumes responsibility for maintaining a neat and orderly environment.
2. Follows district policy regarding the cleaning of cots and equipment.
3. Follows district policy regarding infection-control measures.
4. Monitors inventory of supplies and notifies district nurse of needed supplies.
5. Answers telephone and routes calls to appropriate individuals or responds to inquiry based on department standards, as appropriate.
6. Performs clerical support by drafting letters, memos, minutes, bulletins, notices, and district forms for the Special Education nursing team. Orders supplies for the nursing team.
7. Opens and distributes mail (postal and District).
8. Coordinates/schedules building use for various medical trainings.
9. Maintains inventory of therapeutic equipment and projects needs for budget planning.
10. Maintains, organizes, and prioritizes workload and treatment environments, including inventories.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent required.
- Three years' experience managing a school health room and two years school assistant secretarial experience, or three years' experience in the nursing field.
- Interest in working with children/adolescents.
- Knowledge of word processing and spreadsheets. Ability to access, enter, and retrieve data into/from computers and databases. Ability to keyboard accurately at 40 wpm. Knowledge of modern office procedures, techniques, and office management skills.
- Ability to work effectively with parents, students, school staff, administration staff, and public.
- Ability to react quickly, calmly, and decisively in a crisis.
- Ability to utilize correct grammar, punctuation, spelling of English language, and basic math skills to compile data and complete reports according to District and department standards.

- Ability to secure and maintain confidentiality of medical and student information according to District and department standards.
- Self-directed, ability to work without direct supervision and prioritize workload to assure efficient/quality support to staff and students.
- Must be able to read, transfer information from variable sources, and process information into reports, forms, graphs, and other formats as requested by the Special Education team.
- Three years responsible office experience preferred.

Part V: Desired Qualifications:

- College level coursework related to nursing/phlebotomy.
- Diabetic health assistance experience.
- Bilingual and bicultural skills in such common languages to the District (to be determined by the specific position).

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may occasionally work in outside weather conditions.
- The employee may be exposed to infectious disease as carried by students and exposed to student noise and learning resource noise levels.
- The employee may be required to travel in school-owned or leased vehicles while supervising and assisting students.