

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Health Paraprofessional	Assigned School	District Nurse/Principal
<b>JOB SUMMARY:</b>  Responsible for providing health services within the School Health Program including first aid to sick and injured students and staff and assisting with various health screenings; maintain confidentiality of student and family information as required under FERPA		
<b>QUALIFICATIONS:</b>  Requires a high school diploma or equivalent (GED) and two years of post secondary education; excellent clerical skills, experience in administering First Aid and CPR; Licensed Practical Nurse or comparable experience; have working knowledge of various medical equipment including but not limited to nebulizers, glucometers, glucagon, epi-pens, peak flow meters, audiometer, tympanometers, and inhalers possess respectful, empathetic listening and communication skills with students, families and staff		
TASK NO.	DESCRIPTION WORK YEAR: Student Days plus 5 days before and 5 days after	FREQUENCY

		Elem	Sec
1	Follow protocols, procedures, and written care plans to administer medications, treatments, first aid and episodic care under the delegation and guidance of the District Nurse <ul style="list-style-type: none"> <li>• Administer medications as requested by a parent and doctor under the supervision of the District Nurse and be alert to possible side effects and adverse reactions</li> <li>• Confer with teacher/principal/counselor/district nurse regarding student health issues.</li> </ul>	55%	70%
2	Maintain accurate health office records, including student health records and immunization records by collecting, recording, and updating health related information following guidelines <ul style="list-style-type: none"> <li>• Contact parent or guardian of absentee and notifies District Nurse, social worker, principal and teacher of prolonged or unusual absence.</li> <li>• Locate health records for transferred students.</li> </ul>	15%	20%
3	Complete attendance as assigned by the principal (elementary)	20%	0%
4	Assist in the compliance with immunizations as required by law	3%	3%

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5	Perform routine screenings that may include vision, hearing and scoliosis checks. <ul style="list-style-type: none"> <li>• Maintain records of results.</li> <li>• Rechecks students of failed screenings and refers to District Nurse</li> </ul>	2%	2%
6	Assist in the prevention and control of communicable diseases within the building	1%	1%
7	Inform District Nurse, Principal, Social Worker or counselor of student problems such as physical abuse, family abuse and neglect and contribute to the inter-disciplinary teams while maintaining confidentiality of information received.	1%	1%
8	Responsible for maintaining the Health Services office orderly and well supplied with proper equipment and other needed items.	1%	1%
9	Attend meetings, workshops and training sessions as directed by supervisor.	1%	1%
10	Perform other related duties, including clerical tasks for early childhood screening, general office duties and supervision as assigned.	1%	1%

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SUPERVISOR’S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE’S APPROVAL

\_\_\_\_\_  
DATE