

# Job Description

Liberty Public School District

## Paraprofessional - Health

### Purpose Statement

The job of Paraprofessional - Health is done for the purpose/s of providing support to the educational program by assisting in providing health services to students; following educational, health care plan / services; documenting students daily activities; and maintaining accurate health files and documentation.

This job reports to Director of Health Services

### Essential Functions

- Administers medication to identified student(s) for the purpose of providing directed health care services.
- Attends work on a regular and predictable basis for the purpose of providing students with high quality service and instruction.
- Communicates with teacher/s and a variety of health care professionals (e.g. District Registered Nurse, Speech Therapist, PTs, COTAs, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP and Health Care Plan objectives.
- Documents student's daily activities (e.g. behavior, health care services, use of special equipment, on/off task times, etc.) for the purpose of completing daily logs and student's hourly activities.
- Implements under the supervision of a Registered Nurse, plans designed by IEP team for students with special health conditions for the purpose of presenting and/or reinforcing learning concepts.
- Interacts consistently with students for the purpose of educating students.
- Maintains accurate health files and documentation on charts and data base for the purpose of keeping health information current and in accordance with established guidelines and procedures.
- Maintains special equipment for the purpose of providing assistance as required by the student.
- Monitors student's daily schedule and health (e.g. class schedule, toileting, medication, appetite, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides first aid care as needed for the purpose of meeting minor medical needs of students and implementing district health service procedures.
- Reports daily health conditions of student(s) for the purpose of informing the supervising Registered Nurse and parents if directed to do so.
- Responds to emergency situations or health emergencies for the purpose of resolving immediate safety concerns.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

## Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities when working with high risk youth; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse students; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

## Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Education (Preferred):**

**Equivalency:** .

## Required Testing

None Specified

## Certificates and Licenses

Current CPR Certificate Current First Aid Certification

## Continuing Educ. / Training

Completion of the Medication Administration Training Module from Missouri DHSS

## Clearances

Criminal Justice Fingerprint/Background Clearance

## FLSA Status

Non Exempt

## Approval Date

5/13/2020

## Salary Grade

See Classified Salary Schedule

## Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.

