

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Paraprofessional, Health Office
Date Prepared or Last Modified: November 2018, Reviewed December 2021
Work Year: 9 Month
Department: Department of Student Services
Reports To: Building Principal and Registered School Nurse

SUMMARY: Primary responsibility is to provide healthcare and first aid to students in accordance with delegation and specific training received via the Registered School Nurse. Position is responsible to ensure that the Registered School Nurse is well informed of individual and collective health needs of students and/or the building to safeguard the safety and wellbeing of everyone within the school environment while ensuring the confidentiality of students according to HIPPA and FERPA guidelines. This position is required to work directly under the supervision and authority of the building Principal or designee and Registered School Nurse who is responsible to ensure that the individual in this position is competent and capable of performing delegated tasks with accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

D 75% Student Health Operations: Manage the overall health needs of the students in the building. Administer basic first aid and medications on a daily basis according to district policy and in accordance to district training and emergency care guidelines. Communicate with parent/guardian or emergency contact for injured students in accordance with district policy. Perform specific procedures for individual students as delegated by Registered School Nurse, (examples to include tube feedings, diabetes care, emergency medications etc.). Maintain accurate and detailed health records for all students and provide appropriate reports as requested by district administration and/or Registered School Nurse.

24% School Health Operations: Assist in enforcing state immunization laws and ensuring proper immunization status of students and reporting data for both district and state requirements. Coordinate and organize annual vision/hearing screening within the school building. Maintain an efficient and organized flow to support a safe School Health Office.

Ongoing 1% Perform other duties as assigned by the building Administrator and/or the Registered School Nurse.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be available (as determined by the Human Resources Department in collaboration with the Registered School Nurse) to enable individuals with disabilities to perform the essential functions.

EDUCATION: Minimum of a High school diploma or equivalent

EXPERIENCE: Minimum of 1-year experience in a health related field preferred, but not required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must have the ability to speak/read/ write in English. Requires the ability to focus on details in order to maintain data, write routine reports, and relay accurate information between Registered School Nurse, school staff, parents and when appropriate community agency personnel. Individual must be able to work with a wide range of adults and students, including individuals with mild to significant disabilities. Basic health knowledge preferred at hire. Individual must have basic operating knowledge of general office equipment, such as computers (, with the ability to type and use email efficiently), fax and copy machines.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR/AED/First Aid certification is preferred for this position, and required within 1 month of hire. Standard Precaution and Medication Administration training provided by Registered School Nurse; however, individual must attend training no later than 30 days from hire date. Individuals are required to monitor their certifications to ensure they are current at all times while in this position. Lack of a valid certification could result in temporary suspension and/or termination.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no adult supervisory responsibilities; however, this position is responsible to supervise students while they are in the Health Office. This position acts as a resource for staff, parents and students by

providing information on various health matters, health questions and other health related concerns according to school and district policies and as delegated by the Registered Nurse

JUDGMENT AND DECISION MAKING: This position requires an individual to maintain and ensure that there are accurate detailed health records for all students on file in addition to ensuring their confidentiality according to HIPPA and FERPA guidelines. Overall, daily/weekly responsibilities are assigned by the Registered School Nurse to ensure student and building needs are met in a timely fashion. Decision-making is guided by training provided by Registered School Nurse: CPR/AED/First Aid course: state hearing and vision guidelines: as well as State, District and building health policies and procedures. Decision-making requires collaboration with the Registered School Nurse, building staff, school and district administrators, as well as parents.

DIVERSITY OF DUTIES: Duties may require cross training between the health office and the school office, thereby requiring the individual to have strong interpersonal and communication skills. Health office duties involve a wide range of duties to ensure the health and safety of all who are seeking assistance.

SAFETY TO SELF AND OTHERS: Higher than usual risk to communicable disease may exist. Failure to follow standard precautions, appropriate medical protocol and maintaining safe and sanitary health office protocols may result in increased exposure or injury. Medium exposure may exist to employees if approved lifting techniques are not followed, putting themselves at risk for possible injury due to lifting and carrying injured students.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available (as determined by the Human Resources Department in collaboration with the Registered School Nurse) to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to actively engage with adults and students, thereby, requiring verbal oral output as well as and listening - auditory input. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus and read printed material efficiently and accurately. In addition, must have sufficient vision to appropriately supervise students and adequately collect/record data. The employee is occasionally required to stoop, or crouch, and must have the ability to use arms/hands/fingers to handle and/or move students, equipment and materials. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds independently.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate (verbal & written), synthesize, evaluate, use interpersonal skills, and compile data. Frequently required to coordinate and compute. Occasionally required to copy, instruct, and negotiate.