

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

**CERTIFIED NURSING ASSISTANT**

QUALIFICATIONS:

- High School Diploma
- Certification as a CNA
- Certification in First Aid and CPR

KNOWLEDGE, SKILLS AND ABILITIES:

Possess good knowledge of care of students. Ability to deal patiently and effectively with students. Possess ability to deal courteously and effectively with school principals and other school personnel. Ability to maintain records. Ability to maintain confidentiality. Good oral and written communication skills.

REPORTS TO:

**JOB GOAL:**

Provide for the immediate needs of the students and to see that medical aid is provided when necessary, and to see that health records are adequately maintained.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:

1. Provide basic first aid
2. Record symptoms of sick students
3. Dispense prescription medication
4. Maintain health records
5. Practice clinical skills and duties
6. Daily log documentation
7. Accompany student to hospital, if necessary
8. Maintain health room
9. Contact parents or other agencies as appropriate
10. Assist in personal daily needs
11. Other duties as assigned by the supervisor

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee Hire Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
FCSB Approval Date