

Inter-Lakes School District Position Description
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Position Title: **Health Room Para-Educator**

Reports To: **Building Principal, Assistant Principal, School Nurse**

GENERAL SUMMARY:

Working under the general direction of the building administrators and school nurse, the Health Room Para-Educator will assist with a variety of health room/student health related tasks. Daily assignments will be coordinated with the school nurse.

ESSENTIAL JOB FUNCTIONS:

- Assist in health screenings
- Assist in basic first aid procedures
- Communicate with parents and staff under the direction of the school nurse and/or administration
- Manage/supervise health room during times when school nurse is unavailable (ex: if nurse is in a meeting, working in a classroom, eating lunch, etc.)
- Administer over-the-counter medications under the supervision of the nurse or administration
- Assist in the maintenance of appropriate records as requested by the school nurse, administration, District and other agencies.
- Assist co-workers
- Communicate effectively and positively
- Identify potential problems and effectively participate in their solution
- Accept assignments in a cooperative manner
- Be prepared to perform duties from start to finish of assigned shift
- Work to keep informed of school issues
- Demonstrate independence and show initiative
- Maintain a good record of attendance and punctuality
- Maintain confidentiality of the work place
- Understand and comply with all school policies and procedures
- Demonstrate positive and respectful interactions with students
- Maintain appropriate self-control when dealing with students
- Supervise students in an appropriate manner
- Communicate to administration any safety concerns
- Other duties as assigned

EDUCATION/EXPERIENCE:

High School Graduate

Demonstrated ability to work with children and adults

CPR/First Aid certified (or a willingness to obtain certification)

Licensed Nurse Assistant (LNA) *preferred but not required*

WORKING CONDITIONS:

Primary setting is the health room, but will include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary.

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job function as listed, either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case by case basis.
