



# Rockford Area Schools

## Health Office Assistants - Nurse

### General Definition of Work

Performs intermediate skilled human support work maintaining the health and safety of students, and related work as apparent or assigned. Work is performed under the limited supervision of the School Nurse.

### Essential Functions

- Administers health care and first aid to students in an educational setting
- Administers medication and treatment to students per medical doctor orders and parents authorization
- Collaborates and communicates care administered to students, teachers and parents
- Enters and maintains data on student health records
- Provides basic health assessments; administers hearing and vision screening

### Knowledge, Skills and Abilities

- Thorough knowledge of District Policy and Procedures Manual and Updates
- Thorough knowledge of Emergency Procedures and Updates
- Thorough knowledge of common medical practices, procedures and techniques associated with a standard physical examination
- Thorough knowledge of the preliminary diagnosis of medical problems and the administration of medications related to treatment and first aid
- Thorough knowledge of health education principles, practices and procedures
- Ability to administer medications and apply therapeutic treatments as required
- General knowledge of special education guidelines
- Thorough knowledge of contagious disease reporting guidelines
- General knowledge of immunization grids, guidelines and laws
- Ability to operate standard medical equipment (oxygen saturation monitor, stethoscope, sphygmomanometer, nebulizer, otoscope)
- Thorough knowledge of standard office equipment, computer hardware and related software
- Ability to make arithmetic computations using whole numbers, fraction and decimals
- Ability to compute rates, ratios and percentages
- Ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

Associates/Technical degree with coursework in health care, or related field, or equivalent combination of education and experience.

### Physical Requirements

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force
- Work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting, pushing or pulling and lifting



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- and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and observing general surroundings and activities
- Work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids
- Work is generally in a moderately noisy location (e.g. business office, light traffic)

## Special Requirements

- Licensed Practical Nurse (LPN)
- First Aid - CPR Training
- Medication Administration Training

Department: Human Resources

FLSA Status: Non Exempt

Revised: May 2024