

CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION

Title of Position/Location:

Unlicensed Assistive Personnel (UAP) – Student Health Services / Essential Skills Support

Effective Date of Posting:

03/20/2026

Application Instructions:

<https://resources.finalseite.net/images/v1746102633/cvillek12inus/munnihtabsnf7by1kcyd/NonTeachingApplication-Fillable.pdf>

Application Deadline:

March 30, 2026

Job Description:

Crawfordsville Community School Corporation is seeking an Unlicensed Assistive Personnel (UAP) to support Student Health Services and the Essential Skills classroom. This position assists the school nurse with routine student health needs and provides support to students with diverse learning and daily living needs.

Job Requirements:

Responsibilities include:

Provide basic first aid and monitor students who become ill or injured.
Assist the school nurse with Student Health Services tasks, including student documentation and maintaining supplies.
Perform delegated health services and assist with medication administration under the direction of the school nurse.
Support students in the Essential Skills classroom with daily activities, transitions, and supervision.
Assist with personal care needs as required.
Maintain confidentiality of student health and educational records.

Physical Requirements:

Ability to assist students with mobility and transfers as needed.
Ability to lift up to 40 pounds.
Ability to sit, stand, and move throughout the school building during the workday.

Qualifications:

Experience working with children preferred.
Ability to work effectively with students with diverse learning, behavioral, and health needs.
Basic first aid and CPR certification (or willingness to obtain).
Ability to maintain confidentiality of all student information in accordance with FERPA and HIPAA guidelines.
Strong communication and organizational skills.

Supervision: This position works under the direct supervision of the School Nurse for health-related duties and under the supervision of the classroom teacher when assisting in the Essential Skills classroom.

Delegation of Authority Disclaimer:

Health-related duties are performed under the direction and delegation of the licensed school nurse in accordance with guidelines from the Indiana State Board of Nursing and district policy.

Certification Requirements or Job Qualifications:

Education: High School Diploma or Equivalent

Certification: CPR (or willingness to obtain)

Experience: Previous experience in an educational or clinical setting is preferred

Position Start Date:

As soon as filled

Contact Information: (Name, Address, Phone, Fax, Email)

Amber Reed, 3 W Athenian Drive, Crawfordsville, IN 47933 765-362-2342 Option 4, areed@cville.k12.in.us

Posting Requested by:

Amber Reed

Date:

3-18-26

Central Office Approval:

Dr. Brent Bokhart, Assistant Superintendent

Date:

3/19/2026