Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Paraprofessional Integrated Services Medical**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - Instructional Support**	Pay Range:	**PT15H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**41630**

SUMMARY: Responsible for assisting the school nurse and IS teacher with medical and physical support for students with significant medical support needs so that they may fully participate in class activities. Assist students with medications, medical procedures, personal care, personal advocacy around medical needs. Assist teacher and school nurse with all health-related care and monitoring, including documentation and daily communication with student families.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate student health needs between teachers, nurses, and parents. Assist the classroom and health services staff to meet Individual Education Plans (IEP) and health care plans. Provide emergency and routine health care and/or first aid, administer medications adhering to District and state procedures, and perform delegated medical procedures. Collaborate with building administration and nurse when calling 911.
2. Assist students with personal care, self-advocacy and in getting to and from bus stops, restrooms, lunchrooms, etc. Assist students with personal health and hygiene, including spoon feeding, tube feeding, toileting, catheterization, suctioning, delivery of oxygen or other medications and diapering. Perform all medical procedures delegated by the school nurse. Lift, transfer, or push students in wheelchairs. Use alternative language techniques such as sign language or voice activated computer systems when needed.
3. Assist staff with maintaining health care records, evaluating health status, and recording student health information for daily communication between school and family. Enter data into the computerized health office log to document student health status, procedures, and medication administration and real-time actions.
4. Monitor students throughout the entire school day, including lunch, recess, time outs, on field trips, while getting on and off the bus, etc. May require accompanying students to and from school via district transportation. Reinforce school-wide procedures and policies.
5. Assist teacher and school nurse with evaluation process for annual IEP meetings, parent conferences, field trip planning, etc.
6. Attend appropriate in-services, building meetings, training, IEP meetings, parent conferences and/or school functions.
7. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two years of related training/experience in medical field (CNA, MA, LPN/LVN)
- Experience working with students with complex medical needs preferred
- Equivalent combination of education and experience acceptable
- If assigned to a Title I school, at least one of the following criteria is required
  - completion of at least two years of higher education
  - an associate's (or higher) degree
  - successful completion of the WorkKeys assessment demonstrating instructional competency within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CNA, MA, LPN license preferred
- Special Education Paraprofessional Academy classes (5 in first 2 years of hire)
- Adult and Child CPR/First Aid certification
- Completion of Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Trach/vent care training required before caring for students with tracheostomies or potential need for ventilation

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills including basic calculation and application of basic math concepts
- Knowledge of basic medical equipment such as thermometer, glucometer, insulin pumps, feeding pumps, nasal canula, nebulizer, suctioning equipment and pulse oximeter, or comfort with instruction on devices as needed on the job
- Ability and comfort with management of life-threatening situations and the delivery of medications through a needle, feeding tubes, rectal, oral, or topical routes
- Bilingual oral and written communication skills may be required or preferred
- Ability and desire to work with students with various moderate to severe physical disabilities, emotional disabilities and special needs, including assisting with all personal health and hygiene needs
- Ability to diffuse volatile student situations
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment

- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to accept delegation by School Nurse for all necessary medical procedures and care plans
- Ability to lift and transfer students, provide behavior supports including de-escalation and physical assistance, and follow health care procedures that could include feeding, catheterization, suctioning , administration of medications (via oral, g-tube, nasal, rectal, intramuscular or subcutaneous injections), skin care, monitoring need for oxygen, monitoring seizure activity and treating medical conditions per health care plan, etc.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School Administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	