

## **Auburn School District**

**Job Title:** Paraeducator – Health Tech

**Reports To:** School Nurse/Assistant Director of Health Services

**Union Classification:** Public School Employees of Auburn (PSEA)

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Primary Responsibility: Under the direction of district school nurses, the Health Tech Para (unlicensed assistive personnel) will provide health room assistance.

### **Essential Duties and Responsibilities:**

- Perform standard First Aid and CPR as certified
- Respond to health room arrivals per protocol
- Supervise students in the health room per protocol
- Administer and document medications through delegation by a district school nurse and under their licensure pursuant to WAC 28A.210.260 and WAC 246-840-010
- Follow and assist with all health room protocols
- Review student immunization records
- Perform vision and hearing screening as trained to and requested by the RN
- Perform minor medical procedures as trained under the direction of district school nurse, *i.e., tube feeding (training required annually) if needed*
- Forward to district school nurse for approval all student medications and physician's orders received
- Communication with families through email, written forms, and phone calls per health room protocol
- Complete incident reports as needed
- Assist with other related duties and responsibilities as assigned in the health room

### **Requirements:**

- Maintain a current first aid/CPR certification
- Ability to maintain strong positive relationships with coworkers, parents, and students
- Strong Communication skills
- Computer Skills, Electronic Medical Record entries/lookup/reports
- Willingness to perform duties within health room protocols and as assigned
- Maintain appropriate levels of confidentiality with all medical and/or personal information regarding students, families, and staff
- In addition to basic first aid and CPR which you must carry certification in, perform basic medical tasks that are delegated or trained to by a district school nurse
- Will correct staff, students, or parents if incorrectly represented as the 'school nurse' by identifying self as the Health Tech Para pursuant to RCW 18.79.030

### **Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:**

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

**Minimum Requirements:**

- 18 years of age
- High School diploma OR recognized equivalent **AND**
  - Two years of study at an institution of higher education **OR**
  - An associate's degree (or higher) **OR**
- Completion and passage of a state or local academic assessment.
- Ability to maintain strong productive relationships with other employees, parents, and students.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

**Employment Requirements – After Hire:**

- Completion of New Employee Orientation within 30 days.
- Completion of online workplace training within 30 days of hire.

**Working Conditions:**

- Physical Demands: While performing the duties of this job, significant physical demands include lifting, carrying, walking, standing, stooping, crouching, and/or kneeling, as well as fine motor dexterity. Responsibilities may require pulling the Emergency Cart to the medical area during drills or disasters (weight may vary), picking up and responding with the Emergency Supplies Go Bag (up to 15 lbs.), and assisting with lifting and transferring students into wheelchairs or off the floor using safe patient handling techniques.
- Work Environment – Most activities are performed indoors in a classroom setting. Position may require the employee to supervise students in an outdoor setting under a variety of weather conditions. The noise level in the work environment is moderate. The employee has responsibility for the safety and wellbeing of others and must be able to interact with other workers. Potential exposure to ordinary infectious diseases carried by students, student bodily fluids, and aggressive student behavior.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*