

POSITION TITLE:	Health Care Professional (MA, LPN, or RN)	FSLA:	Non-Exempt
LOCATION:	Location will be specified on Posting		
REPORTS TO:	Building Principal & District Nurse	GROUP:	BESPA
SALARY/BENEFITS:	\$21.11 – 25.34/hour (per 2025–28 BESPA Contract)	UPDATED:	Dec, 2025
Division/Classification:	Division 1, Class 1	SCHEDULE:	175 Days/year M–F: Days and times align with Student Calender/Schedule

COMMUNITY AND SCHOOL DISTRICT DESCRIPTION

The Brighton Area Schools is an award-winning school district housed within the flourishing community of Brighton, Michigan. Brighton is a vibrant community with a quaint downtown that is filled with restaurants, shops and community spirit. We are blessed as a school district to be part of this community and their unwavering support for our schools. The school district has approximately 6,000 students.

JOB SUMMARY

Health Care Professionals will primarily assist students with medical & physical needs in our buildings. As part of our District medical team, Health Care Professionals' duties include some of the following tasks: monitoring ill students, providing direct medical care to students, monitoring vital signs, keeping charts & records up to date, assisting in the school and clinic areas as needed, stocking medical areas, communicating with families via phone & computer, and other duties as assigned.

EDUCATION AND EXPERIENCE

1. Certification as a nurse, nurse aide, medical assistant, or emergency medical technician
2. CPR Certification
3. Preferred, but not required ...
 - a. Previous experience providing care in a clinic or school setting
 - b. Experience with electronic medical records and data entry including MCIR.

RESPONSIBILITIES (POSITION SPECIFIC)

The requirements listed below are representative of the knowledge, skill and/or ability required

1. Teamwork and a desire to help others.
2. Demonstrates an ability to stay calm under pressure and/or in the event of an emergency.
3. An ability to connect and communicate with adolescents and adults.
4. A desire and willingness to learn new skills and complete essential training.
5. An ability to make quality, independent decisions and problem solve.
6. Possession of a positive, can-do attitude.
7. Demonstrates effective use of PPE.
8. An ability to handle confidential information in an organized and professional manner.
9. An ability to maintain courteous and professional relationships with students & staff.
10. Comfortable providing direct student care and support that may include: medication distribution, administering injections, assisting with medical equipment, and more.

RESPONSIBILITIES (GENERAL)

The list is meant to be representative and not all encompassing.

1. Communicate effectively and diplomatically with all members of the school community, including administrators, staff, students and parents – in person, via telephone, and email.
2. Maintain confidentiality of records in an appropriate manner, while adhering to FERPA regulations.
3. Abide by all applicable statutes, rules, regulations and policies.
4. Organize and maintain student and staff forms, records, and miscellaneous documents.
5. Keep supervisor informed of status of work and any exceptions to standard operating procedures.

ADDITIONAL DUTIES

- Performs other duties as assigned by the Building Principal.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are deemed to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully; an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

LANGUAGE SKILLS

- Ability to communicate effectively with parents, staff, administration and support services.
- Ability to communicate clearly, both orally and in writing.
- Ability to read, analyze and interpret information.

TECHNICAL SKILLS

- Ability to integrate technology into the everyday work flow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

MATHEMATICAL SKILLS

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics, and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibit a high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects, and maintain a flexible attitude.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

INTERPERSONAL SKILLS

- Ability to build rapport with others and to serve a diverse population.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies, and individuals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 35 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The position requires the individual to meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly or indirectly responsible for the safety and well-being of students. The employee is exposed to contagions at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job. The employee will be exposed to an array of scents.

FUNCTIONS OF JOB DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Brighton Area Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This position description is not a contract for employment.

Brighton Area Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Brighton Area Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Assistant Superintendent of Human Resources.