

CARLISLE COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE Health Associate

REPORTS TO Building Administrator and school nurse

QUALIFICATIONS

Required

- High School Diploma
- Ability to prioritize, organize, and accomplish assigned work
- Ability to function within the framework of a school environment
- Must clear criminal and child abuse background check

Preferred

- Basic Pediatric First Aid & CPR Certification
- Medication Administration Training

ESSENTIAL FUNCTIONS

- Prompt students to use given strategies to assist in self-managing behavior
- Provides additional support to office staff as needed
- Assist students with routine procedures such as dressing, toilet and hand-washing
- Model, prompt and reinforce appropriate social behaviors
- Serve as a source of information and help to a substitute
- Maintain a high level of ethical behavior and confidentiality of information about students
- Participate in in-service training as required
- Perform other duties as may be assigned by the building nurse
- Administers first aid in accordance with established first aid procedures
- Keep current on mandatory trainings
- Assist school nurse and administrators in developing school health program
- Observes students on a regular basis to detect health needs
- Assist in maintaining up-to-date health records on all students
- Reports to parents, school personnel and other agencies on student health matters as directed by school nurse
- Administers student medications and prescriptions at the direction of the school nurse

PHYSICAL REQUIREMENTS

- Certificate of good health signed by a licensed practitioner
- Able to sit at a desk for long periods
- Able to stand/walk up to 3-4 hours per day
- Able to stoop and bend
- Able to work with interruptions during a work shift
- Able to perform more physically demanding tasks with assistance or medically assistive equipment

WORK ENVIRONMENT

- Work is mostly indoors, but could be anywhere on school grounds
- Substance free environment
- Exposure to blood and other bodily fluids

TERMS OF EMPLOYMENT

- Wage and work year to be established by Administration
- Employment per Board Policies and Administrative Rules and Regulations

Performance evaluated after three months and one year followed by every other year thereafter, or as deemed necessary by the building administrator.

Evaluation:

- Performance of this job will be evaluated in accordance with board policy
- Evaluation is the responsibility of the building principal or designee

Disclaimer:

- The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.