

### JOB INFORMATION

Title:	Health Room Assistant - Centennial S D
FLSA:	Non-Exempt
Terms of Employment:	180 / 200 Days
Employee Group:	Support / Compensation Agreement
Location	Building
Last Edited On:	9/28/2022

### ORGANIZATION

County:	Bucks
Entity:	Centennial S D
Department:	Assigned Department per Organizational Chart
Reports To:	Assigned Administrator
Supervises:	None

### JOB GOAL

To assist the school nurse in the smooth and efficient operation of the school health service to realize that service's maximum positive impact on the educational environment.

### ESSENTIAL FUNCTIONS

1. Assists with the management and maintenance of health records for new and withdrawn students.
2. Maintains confidentiality of student health information. Assists with recordkeeping. Assists the school nurse with screening procedures as directed. Notifies parents of results of student vision screening. Monitors records and sends standard reminder letters to parents that have not returned required documentation of immunizations, physical, and dental exams for the student records. Submits required documentation to business office to bill third party payers.
3. Schedules mandated screenings for all students including dental and physical examinations provided by the School District.
4. Documents physician orders for daily medications.
5. Staffs the health office while school nurse attends meetings, takes lunch break, or when absent due to emergencies. Handles minor issues. Refers students in need of school nursing services for assessment or makes parent notifications for student pick up.
6. Administers oral or inhaled medications. Performs immunizations and tuberculin skin tests in accordance with physician orders and established District procedures. Administers medications via gastrostomy tubes as required. Records medication and treatment given as prescribed by the physician.
7. Completes required training and maintains certification to administer emergency medications such as Naloxone and Epi-Pens.
8. Administers first aid, CPR or uses AED as required. Responds to medical emergencies and provides first aid. Reports adverse medical conditions of students served through coordination and consultations with school nurse and administrators.
9. Performs specialized health care procedures such as glucose testing, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastrostomy tube feedings, oxygen therapy, chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag, ileostomy and colostomy care, and seizure precautions. Oversees diabetic students who self-monitor blood sugar levels and self-administer insulin.
10. Adjusts specialized wheelchairs, lifts, braces, walkers, or other orthopedic devices and positions or repositions students in same and removes/replaces orthopedic braces/equipment. Assists students in learning or using special equipment, in the development and maintenance of appropriate social behaviors, modeling gross motor skills and independent mobility, and in instructional activities.
11. Accompanies students on District transportation. Assists in the loading and unloading of students from buses, and in transferring students to and from classroom, activities and events. Assists in the supervision of students with assigned tasks in and out of the classroom setting, including supervising and/or participating in playground activities.
12. Seeks assistance or advice from school nurse or administration when necessary.

*Performs other duties as assigned.*

*Performs in accordance with school policy, administrative regulations, state and federal laws.*

## QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

Education Level	Education Details	Req	Pref	
Associates Degree	Accredited practical nursing program.	X		

### Licenses and Certifications

Enter Licenses/Certifications	Lic/Certification Details	Req	Pref	
Other Not Listed Above (certificated personnel)	Current licensure as a registered nurse from the state of Pennsylvania.	X		
Other Not Listed Above (certificated personnel)	CPR and AED certification.	X		

### Driver's License

☒ Valid Driver's License Required

## SCOPE

### Analytical Demands

☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

☒ No supervisory duties.

### Sensory Abilities

☒ Ability to communicate effectively in all aspects of the job.

### Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

### Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.

## Cognitive Ability

- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

*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.*

## Standard ADA Settings

Standard ADA Selection

**X Office**

Classroom

Other(to include Physically Demanding Positions)

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			20 lbs.

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

Working Condition
-------------------

- ☒ Typical office environment