

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Certified Nursing Assistant (CNA)

Qualifications:

1. Be listed on the Illinois Department of Public Health's Health Care Worker Registry (HCWR) as a Certified Nursing Assistant
2. Has current CPR certification
3. Working knowledge of community, medical, and social services resources
4. Ability to provide culturally competent care
5. Ability to monitor and record client-related outcomes and observations
6. Ability to establish and maintain effective working relationships with staff, parents, students, and medical professionals
7. Ability to work within guidelines established by District policies and/or grants

Reports To: Nurse Administrator/Designated Registered Nurse and Building Principal, or designee(s)

Supervises: N/A

Objective: Assists students with personal care and the activities of daily living including feeding, toileting, dressing, and ambulation through the building, and as delegated by a Registered Nurse (RN), implements health services for the District's students during the day.

Performance Responsibilities:

MEDICAL

- A. Implements care for students with special health needs including 504 Plans, Diabetic Medical Management Plans, and Individual Health Plans, as delegated by a Registered Nurse
- B. Administers, monitors and records administration of medication as delegated by a Registered Nurse and in accordance with Board Policy.
- C. Performs nursing interventions as delegated by a Registered Nurse.
- D. Assists students by transferring and with ambulation.
- E. Performs emergency and routine first aid in the absence of a Nurse.
- F. Maintains an electronic record of health services provided in accordance with established policies and procedures.
- G. Completes and maintains records relating to third party reimbursement.
- H. Works under the supervision of a licensed nurse for at least eight (8) hours during a 24-month period in order maintain their position on the HCWR.

PERSONAL CARE & ACTIVITIES OF DAILY LIVING

- A. Prepares food to meet student requirements (e.g., pureeing, thickening, cutting).
- B. Assists students with feeding.
- C. Assists students with self-care, hygiene, toileting, and other personal duties which could include changing diapers and clothing and may include bending, stooping, turning or lifting.
- D. Is sensitive to the needs of students.

EDUCATIONAL

- A. Implements therapies and educational services as directed by school therapists and teacher(s).
- B. Supports and supervises students as they participate in classroom instruction and other activities.

TECHNICAL AND ADMINISTRATIVE TASKS

- A. Prepares, completes, and submits necessary data, charting, and reports.
- B. Maintains students' confidentiality in accordance with District policy and applicable laws.
- C. Follows District, building, and classroom procedures.
- D. Communicates appropriately and in a timely manner with students, families and other staff members.
- E. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- F. Maintains a sanitary and safe environment.

OTHER

- A. Builds and maintains positive, supportive, collaborative relationships with colleagues.
- B. Implements guidance and directives from the Nurse Administrator and/or Registered Nurse as required.
- C. Participates in professional development as directed.
- D. Accompanies the student(s) to and from school daily and to the hospital in emergency situations, when assigned.
- E. Performs all other related duties, as assigned.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Nurse Administrator or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created (with CESP input and consent) December 16, 2021