



Community Unit School District 300 Job Description

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| Position Title: Certified Nursing Assistant | |
| Position Code: | Employee Group: NUG |
| Salary Grade: 11 | Supervisor Title: Health Services Coordinator |
| Date of preparation: July 2025 | |

Job Purpose:

Under the supervision of the Health Services Coordinator, the Certified Nursing Assistant is to assist professional nursing personnel in providing quality, compassionate care by performing tasks (both direct and indirect), using skills and knowledge in basic nursing assistant procedures and techniques.

Knowledge, Skills and Abilities:

- Knowledge of schools, policies and procedures
- Evidence of strong commitment to quality education
- Evidence of strong organizational skills
- Evidence of strong oral and written communication skills
- Ability to apply basic computer programs (spreadsheet, Microsoft word, Excel, PowerPoint and others) to enhance performance
- Ability to solve practical problems and deal with situations appropriately to meet job expectations
- Ability to lift 100 pounds
- Ability to provide safe transfer of students

Education and Experience:

- Minimum of a high school diploma or GED and a graduate of an Illinois Certified Nursing Assistant Program or Certified Medical Assistant Program from an accredited educational institution
- Holds and maintains current CPR/AED certification

Duties and Responsibilities:

- To assist with student health and hygiene needs as required, including administering basic first aid, diapering, toileting, dressing and feeding
- To work in conjunction with district nursing staff
- To maintain confidentiality of student records and assist with health compliancy
- To accompany students in the community setting
- To communicate and interact with building staff on a professional level to discuss student health status and/or special needs
- To attend staff, team and/or IEP meetings as needed
- To perform additional duties and responsibilities as assigned by employee's supervisor, the principal, or the superintendent

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.