



DAVINCI ACADEMY JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents and teachers will work together to ensure positive character development and build a strong foundation for higher education.

TITLE: Nurse Assistant (Substitute)

REPORTS TO: Operations Manager

Position Objective: The primary objective of the Nurse Assistant is to assist the school nurse, as it aligns with the mission, vision, pillars of DaVinci Academy.

Principal Responsibilities:

Nurse Assistant:

- Assist School Nurse with triaging and providing basic first aid and other care for students and staff, in addition to any other duties as delegated by the School Nurse
- Assist School Nurse in management of students with chronic conditions
- Receive training as needed for specific student care (diabetic care, G-tube, seizure care, anaphylaxis, asthma, and other chronic conditions)
- Delegated by School Nurse, administer scheduled or as needed medications to students as prescribed or with permission from parents
- Maintain and assist in inventory of Health Office supplies
- Perform student medical record keeping and general clerical functions (e.g. copying, faxing, mailings, filing, etc.)
- Maintain accurate documentation of Nurse Office visits

Job Requirements- Minimum Qualifications:

- Minimum of a high school diploma or equivalent required, a college degree is preferred.
- Must have or be able to quickly acquire knowledge of the school system structure (mission, goals and objectives), policies and procedures.
- Must have experience demonstrating the ability to deal with diverse situations and diversity of people, while communicating effectively.

- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Desktop publishing is considered a plus.
- Must be able to learn quickly to use the software programs currently used at the school.
- Ability to maintain strict confidentiality regarding work performed and student data.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Excellent memory and organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- Ability to speak effectively in public and to compose concisely and clearly.
- Ability to work within a team setting with multiple contributors on projects.
- Ability to multi-task projects, people and events to get the job done.
- Willingness to learn new things and eagerness to acquire new skills.
- Performs other duties as assigned.

Skills, Knowledge and Abilities:

Ability to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

Knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; and concepts of grammar and punctuation.

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Dress Code: Business casual attire, or medical scrubs.

Position Information:

- Hourly Pay Range: \$19-\$24 per hour (On-Call Position)
- Duty Days: On-Call Sub
- Time Off: Earned Safe and Sick Time Accrual at 1 hour of PTO for every 30 Hours Worked
- Start Date: Immediate

DaVinci Academy utilizes the Frontline Recruiting Platform. Please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>