



TROTWOOD-MADISON CITY SCHOOL DISTRICT

JOB DESCRIPTION

Clinic Paraprofessional



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| Salary Schedule: Schedule L: Column III | Work Calendar: 187 days | Daily Work Hours: 6.5 hours |
| Status: Full-Time, Bargaining, Classified, SERS | FLSA Status: Non-Exempt | Supervisor: District Nurse |

Job Objective:

Performs clinic and clerical duties. Assists with health screening activities. Administers student medications under the supervision of the district nurse. Helps with student illnesses and staff/student medical emergencies. NOTE: Duties may require traveling to various sites throughout the district as scheduled. Works under the direction of the Principal to provide non-academic supports to ensure opportunity and access to each and every student.

Minimum Qualifications:

High school diploma or equivalent.

Licensed Practical Nurse (LPN) or Registered Nurse (RN) License

Documented evidence of a clear criminal record.

Proficient in data entry and customer service.

Proficient in the use of computer software and maintenance of office records.

Proficient in record-keeping skills and the ability to compute mathematical data accurately.

Multitasking ability and strong interpersonal skills.

Ability to effectively communicate with parents.

Responsibilities and Essential Functions of the Position:

1. Answers the clinic telephone. Performs clerical support functions. Organizes and maintains a functional filing system that ensures the safe retention of clinic records. Keeps materials properly filed to maintain an orderly office.
2. Upholds board policies, follows administrative procedures, and complies with the Employee Code of Conduct. Upholds computer technology acceptable use policies.
3. Promotes a favorable image of the school district.
4. Refers inquiries requiring policy interpretation to administrative staff.
5. Responds promptly to calls for assistance with sick or injured students. Initiates emergency procedures according to the scope of practice. Notifies parents or guardians as directed. Notifies District Nurse.
6. Provides direct nursing care under the guidance of the district nurse and in accordance with the LPN Scope of Practice. Notifies the district nurse of all emergencies.
7. Prepares requisitions and distributes medical supplies. Maintains inventory records and monitors budget expenditures as directed.
8. Prepares the health clinic as directed. Sets up equipment and stocks supplies.
9. Promotes the proper use and care of school property.

10. Types routine office documents. Duplicates and collates materials. Prepares special mailings for district-wide health program activities.
11. Processes parent consent for administration of medication forms. Compares completed consent forms with medication labels to identify discrepancies.
12. Administers medications as directed. Seeks advice when expectations are unclear. Keeps all medications locked in a secure cabinet.
13. Helps collect and maintain student health records (e.g., immunization status, medical histories, etc.). Helps safeguard confidential medical information released to district staff.
14. Assists with screening activities (e.g., vision, hearing, scoliosis, pediculosis, etc.).
15. Assist students with toileting needs as directed.
16. Sets up equipment as directed.
17. Prepares student files and medical reports (e.g., census data, county/state health department, intervention assistance teams, pupil services, etc.).
18. Participates in intervention assistance team meetings when requested.
19. Respects personal privacy. Maintains the confidentiality of privileged information.
20. Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
21. Initiates emergency procedures as a part of the building's emergency response team.
22. Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.).
23. Takes precautions to ensure staff and student safety. Reports unauthorized persons or suspicious circumstances immediately.
24. Reports evidence of suspected child abuse as required by law.
25. Cross-trains with other office staff. Offers assistance when needed. Works collaboratively with other staff members.
26. Keeps current with advances in office technology. Completes work department work orders. Updates office procedures.
27. Participates in staff meetings and professional growth opportunities as directed, as well as actively pursues professional growth and development.
28. Accepts personal responsibility for decisions and conduct.
29. Wears appropriate work attire and maintains a professional appearance.
30. Strives to develop rapport and serve as a positive role model for others.
31. Performs other specific job-related duties as directed.

Ability Requirements:

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Operates office equipment efficiently and accurately.
- Performs repetitive tasks quickly.
- Verifies and correctly enters data. Completes detailed paperwork accurately and timely.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Working Conditions:

Potential for exposure to bloodborne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Exposure to adverse weather conditions and seasonal temperature extremes.
Duties may require operating and/or riding in a vehicle.
Duties may require prolonged use of a computer keyboard and monitor.
Duties may require detailed paperwork.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity/expression, veteran status, or any other status protected under federal, state, or local law."

By signing this job description, I am signing that I understand the requirements/expectations for my position.

Clinic Paraprofessional

Date