



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Health Services Associate	<b>Department:</b> Student Support Services
<b>Immediate Supervisor:</b> Supervisor of Health Services	<b>FLSA Status:</b> Non-Exempt
<b>Classification Level:</b>  <b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Health Service Associate (HSA) assists the Licensed School Nurse with the observation of students, triage, reporting concerns, and performing delegated tasks in accordance with district and department policies and procedures.	

### Section II: Essential Duties and Responsibilities

Provides health related services and participates in assessments and evaluations of student health care needs as directed by the Licensed School Nurse.

- Performs medication administration as prescribed, diabetic cares, catheterization, suctioning, first aid, lifting, gastric tube feedings, and other health tasks to support students under the direction and supervision of the Licensed School Nurse and in accordance with department policies and procedures.
- Conducts vision and hearing screening evaluations.
- Observes and assists students to ensure safety and well-being.
- Performs diabetic monitoring, allergy, asthma (e.g., nebulizers, inhalers), seizure and anaphylactic treatments as directed by the Licensed School Nurse and/or Supervisor of Health Services.
- Provides health notices to classroom teachers, parents, administrators, and the state as needed.
- Partners with licensed school nurse in preparation for student field trips and other events.
- Maintains the health services office including proper cleaning and the management and inventory of supplies for the building.

Documents and maintains health records to ensure compliance with state and local mandates.

- Performs data entry to properly track illnesses, medications, immunizations, screenings, and health plans.
- Tracks and documents student and staff communicable illnesses.
- Documents all health service visits and emergencies.
- Compiles and summarizes data for statistical reports.

Performs other duties of a comparable level or type, as required.

- Attends training sessions, conferences, seminars, and meetings as required.
- Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

### Section III: Essential Skills Required to Perform Position Duties

- Establishing and maintaining professional and courteous working relationships with staff,

administrators, students, parents and guardians.

- Remaining calm in tense situations and utilizing professional judgment.
- Applying general first aid and recognizing potential medical emergencies.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Following written and verbal instructions and perform delegated tasks from supervisors.

## Section IV: Minimum Education and Experience Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS:</b> Minimum education and experience required for the position.	High school diploma or equivalent.
<b>LICENSE/CERTIFICATION REQUIREMENTS:</b>	Valid first aid and CPR certification upon hire.

## Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0
Total	

## Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds				x
Walk			x		Up to 25 pounds		x		
Sit			x		Up to 50 pounds		x		
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell		x							

**Classification History:** Job description updated by ISD 273 Human Resources 5.2024.