

## Griffin-Spalding County School System

<b>Title: Nursing Services Paraprofessional</b> <b>Job Class Code: 396A</b>	<b>Category: Support Staff</b>
<b>Job Details: 179 days/Non-Exempt/Full-Time</b>	<b>Reports to: Nursing Supervisor</b>
<b>Updated: 12/17/2021    Reviewed: 11/02/2024</b>	<b>Salary Schedule: Classified    Pay Grade: GI</b> <b>Salary Range:\$18,494.28-\$33,304.74</b>

### **JOB SUMMARY**

This position observes and maintains an awareness of student's behavior and physical whereabouts to ensure their safety while accompanying students to the dental clinic, provides transportation for students to their dental appointments, performs student care duties including personal care and basic first aid procedures, and completes required documentation in the student record.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Accompanies students to dental appointments
- Maintains an awareness of student's behavior and physical whereabouts and conducts periodic headcounts
- Drives students to dental appointment in school system car using all appropriate safety precautions and following all pertinent traffic laws
- Works closely with the staff at the dental clinic to ensure a smooth flow of patient care while at the clinic
- Communicates pertinent information regarding the students to the nurse upon arrival at school from the clinic
- Implements student behavior management while supervising students
- Works closely with the nurses assigned to each school and the nursing supervisor to coordinate transportation to the dental clinic
- Operates vehicle(s) by following all safety and traffic laws and procedures
- Ensures all vehicles are in good repair by promptly reporting any problems to the nursing supervisor and the transportation director
- Ensures first aid kit is properly stocked and operational in their GSCS vehicle
- Performs basic nursing procedures (ex: taking temperature, first aid for minor injuries) as needed
- Follows established procedures regarding infection control
- Performs CPR and other emergency procedures as required
- Schedules appointments for participating students at the dental clinic
- Records student care data in a clear and concise manner in computer according to school system policy and applicable standards of care
- Demonstrates ethical behavior and maintains confidentiality of health information
- Exhibits knowledge of personal computers and related software applications
- Exhibits strong organizational skills and ability to multitask
- Performs misc. clerical tasks such as filing, storing and copying of documents, etc
- Maintains prompt and regular attendance as physical presence on the job site is required

### **7 hour workday**

**SUPERVISES**

- No supervisory responsibilities

**MINIMUM QUALIFICATIONS**

- High School Diploma or Equivalent
- Current Georgia Drivers' license and a clean driving record
- Two (2) years clerical experience in an office setting

**PREFERRED QUALIFICATIONS**

- Current CPR certification
- First Aid certification and health care experience preferred

**COMPETENCIES NECESSARY TO DO THE JOB**

- Ability to read and comprehend instructions and communications and medical records
- Ability to work efficiently with Microsoft Office
- Ability to respond appropriately to common inquiries or complaints from parents, staff, or stakeholders
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to develop effective working relationships with students, staff, parents, administration and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Must possess assistive and collaborative capability, interpersonal and decision making skills, integrity and respect for confidentiality.
- Demonstrated ability to work well with children.
- Pleasant personality and cooperative attitude.
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

**EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.