



POSITION DESCRIPTION

Revised 8/13/15

SECTION I: GENERAL INFORMATION

Position Title: Health Assistant	Bargaining Unit: Paraprofessional
Report to: Licensed School Nurse/Principal	FLSA Status: Non-Exempt

SECTION II: JOB SUMMARY

Provides health services including first aid, administration of medications, hearing and vision testing, and special nursing procedures in order to promote the health and well being of students under direction of licensed school nurse. Maintains and prepares student health records including health histories, immunization dates, and prescription orders from physicians.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides routine first aid and care to ill and injured students while they are at school.
- Administers medications to students under direction of school nurse and according to district policies.
- Assists with hearing and vision testing.
- Updates and monitors immunization records to comply with state laws.
- Performs special nursing procedures under direction of school nurse including catheterizations, tube feedings, suctioning tracheotomy care, and colostomy care
- Monitors students with special health concerns.
- Observes and communicates student health issues with school nurse, parents, teachers, principal as needed.
- Maintains and prepares student health records including health histories, immunization dates, and prescriptions order from physicians.
- Hearing and vision testing.
- Performs any other related duties as assigned by School Nurse or Principal.

SECTION IV: EXPERIENCE REQUIREMENTS

- Principles, practices and trends in nursing, health care, and child development and growth issues
- First Aid and CPR
- Emergency seizure plans and asthma treatments.
- Recognize medication interactions, side effects, and reasonable dosage
- Principles of Diabetes Management.
- Gastrostomy tube feeding procedures
- State immunization law
- Data privacy laws

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- A minimum of one year training and schooling and licensures as a licensed practical nurse (LPN) or registered nurse (RN) in the State of Minnesota
- CPR Certification

SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- Participates in in-service training programs as assigned.
- Maintains confidentiality and data privacy.
- A clear and demonstrated commitment to the District mission, where *All will learn well and succeed.*
- Perform assigned responsibilities in a manner consistent with the District's established policies.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

SECTION VI: PHYSICAL JOB REQUIREMENTS

KEY: N=NEVER		O= OCCASIONALLY (1-33%)		F=FREQUENTLY (34-66%)		C=CONSISTENTLY (67%-100%)	
Demands		Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Envir Conditions			
Standing	F	Up to 10 pounds	O	Possible exposure to bloodborne pathogens		F	
Walking	F	Up to 25 Pounds	O	Toxic Chemical			O
Sitting	F	Up to 50 pounds	N	Moving Parts			O
Talking in person/on the phone	F	Up to 75 Pounds	N	Electrical Shock risk			O
Pushing/Pulling	O	Up to 100 pounds	N	Explosives			N
Hearing	F	More than 100 pounds	N	Fumes			N
Feeling, Grasping, Finger Dexterity	F			Extreme cold (non-weather)			O
Climbing, Balancing	O	Noise Levels		Extreme heat (non-weather)			O
Stooping (bending at waist)	F	Quiet	O	Varying weather conditions			O
Crouching, crawling, kneeling, squatting	O	Moderate noise	F	Sight			
Stretching/reaching with hands and arms	F	Loud Noise	F	Vision for close work/ability to adjust focus			F
Distinguishing smell	F	Very Loud Noise	O	Looking at computer monitor			F
Distinguishing temperature	O			Color vision (Identify & Distinguish colors)			O
Traveling by Automobile/Bus/Van	O			Peripheral, depth perception			F

This position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History:

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

NOTE: All of our current openings are posted online, whether full-time, part-time or temporary. Resumes/applications are not accepted via email, snail mail or any other means outside of this electronic application system.