

HARRISON SCHOOL DISTRICT TWO ESP POSITION JOB DESCRIPTION

Job Title: Health Paraprofessional
Prepared Date: July 29, 2019
Work Year: 183 days
Department: Primary and Secondary Schools
Reports To: Principal and Assistant Principal

SUMMARY: Administer first aid and medical care for injured or ill students and staff, provide physician-ordered care or procedures, conduct screening programs and assure compliance with state health and immunization laws. Maintain health records, health action plans and billing for Medicaid reimbursable procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 40% | Assess, evaluate and administer basic and advanced first aid treatment to ill or injured students or staff. |
| D | 25% | Collect and maintain health information on students and staff to include: computer data entry, cumulative records, patient charts, immunization law compliance, exclusion/suspension, and completion of district and state reports. |
| D | 10% | Coordinate collection of Medicaid billing permission forms, maintain clinic log, bill for services provided for students with Medicaid. |
| D | 6% | Administer medications and other medical treatments required by students in accordance with physician orders and district and state policy. |
| D | 2% | Notify parent of student illness or injury. Complete appropriate reports. Serve as worker's compensation representative to assess and assist injured personnel with treatment options. |
| D | 2% | Provide students and parents with information for treatment or referrals to doctors by serving as a resource to outside agencies and programs. |
| W | 2% | Organize, schedule, and implement health screening programs to include: vision, hearing, dental, scoliosis, SPED and others. Record, track results, make recommendations for follow-up care for students who did not pass initial testing. |
| W | 3% | Notify building administrator, teachers, transportation, and kitchen staff of students with significant health concerns. Attend staffing/child study meetings as needed. Research as needed regarding medications and conditions. Notifies counselor of suspected abuse or neglect. |
| M | 2% | Order and maintain adequate inventory of health supplies and equipment. |
| D/W/M | 2% | Perform crossing guard duties as assigned by school administration to include attending crossing guard training and direction action of children and traffic at assigned crosswalks in order to ensure safe crossing. |
| D/W/M | 2% | Perform lunchroom monitor duties as assigned by school administration to include assisting students with lining up to receive their lunches, helping students open items on their trays, enforcing lunchroom rules, leading students to the lunchroom, dismissing students from the lunchroom, wiping down tables, and assisting with organizing and implementing indoor activities for students during inclement weather. |
| Ongoing | 4% | Perform other duties as assigned. |

D = Daily W = Weekly M = Monthly Q = Quarterly

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

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requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent. Training as one of the following desired: Emergency Medical Technician, Medical Assistant, or Certified Nursing Assistant.

EXPERIENCE: 0 – 2 years of experience in related field.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic knowledge of computers required. Ability to work with children and children with special needs. Operating knowledge of office machines and medical equipment (B/P, nebulizer, acuity, audiometer, etc.) preferred at hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts as a resource for students, parents, and office staff by providing services and information/research and serves as a liaison to multiple outside agencies for medical, mental health, dental, vision, and human services.

JUDGMENT AND DECISION MAKING: Work is assigned by self, building principal, and nurse. This position requires application of position knowledge to efficiently provide medical and first aid procedures and follow guidelines. Many decisions are made immediately without time for collaboration; however, decision making regarding care and long-term concerns require collaboration with teachers, parents, doctors and administrators. Supervisor is involved only in major decisions.

SAFETY TO SELF AND OTHERS: High exposure to self to disease due to bodily fluids and illnesses. Medium exposure to self to repetitive motion stress due to computer data entry.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, evaluate, and use interpersonal skills. Frequently required to compare, analyze, compute, and compile. Occasionally required to copy, coordinate, instruct, synthesize, and negotiate.