



Longview Independent School District

JOB DESCRIPTION

CERTIFIED NURSE AIDE

JOB TITLE:	Certified Nurse Aide	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Principal	TERMS:	10 Months
DEPARTMENT:	Assigned Campus	PAY GRADE:	Para Instructional 3

Primary Purpose:

Work under the immediate guidance and direction of a licensed registered nurse to maintain routine clinic records, provide minor first aid care, and conduct health screenings.

Qualifications:

Education/Certification:

High School diploma or GED

Certified Nurse's Aide License/Certification or equivalent

Special Knowledge/Skills:

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR) Strong organizational, communication, and interpersonal skills Proficient keyboarding and file maintenance skills

Ability to use personal computer and software to develop databases and do word processing

Ability to communicate effectively (verbal and written)

Experience:

One year experience in health-related position, preferably with contact with school-age children

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor.
2. Administer medication to students according to board policy and district procedures and maintain accurate log of medications dispensed.
3. Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Escort students to and from health room and assist students with disabilities as necessary.
5. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse (RN).



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6. Contact emergency medical services (EMS) according to established school health services protocols or as directed by the school nurse (RN).

Safety

7. Maintain an efficient and safe clinic including following infection control procedures as directed by the school nurse (RN). Use Universal Precautions Procedures when cleaning all body spills and providing wound care.

Clerical

8. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records.
9. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN).
10. Maintain clinic supply inventory and request supplies as needed.

Compliance

11. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
12. Maintain confidentiality.
13. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature _____

Date _____