

**Manchester Board of Education  
Job Description**

**Job Title:** CNA  
**Department:** Pupil Services/Health Services  
**Reports To:** Building Principal and Classroom Teacher  
**FLSA Status:** Nonexempt  
**Work Year:** School Year

**SUMMARY:** Under the supervision of the principal of a school and the Coordinator of Health Services this position assists with student needs, instruction, and student supervision in self contained classrooms within a school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists students with meals, snacks, and cleanup.
- Assists students with elimination and hygiene needs.
- Provides safety and comfort measures to students.
- Assist students with movement, positioning, and transfers.
- Utilizes special equipment as needed.
- Reports any changes observed in condition or behavior of students and unusual incidents to the registered nurse in the building.
- Any other tasks within the CNA scope of practice.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Assists with whole group activities as drill work, reading aloud, and storytelling.
- Alerts teacher to any problem or special information about students
- Assists the substitute teacher assigned in the absence of the regular teacher.
- Maintains a high level of ethical behavior and confidentiality of information about students.
- Participates in in-service training programs as assigned.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current Certified Nurses Aid Certification and CPR/First Aid Certification.