

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Health Office Paraprofessional Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal(s)

Date: October 25, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Under the direction of the Licensed School Nurse, responsible for health care services, medication administration, and maintenance of health records within the building of assignment and in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

70% Student Health Care

- A. Administer medication to students as directed by Licensed School Nurse.
- B. Perform first aid and emergency care.
- C. Perform treatments and procedures as directed by Licensed School Nurse.
- D. Consult with Licensed School Nurse on student health concerns.
- E. Communicate with parents as directed by Licensed School Nurse.

30% Maintain Health Office

- A. Perform data entry.
- B. Maintain student health records.
- C. Document and track records.
- D. Answer health office phone.
- E. File records and documents.
- F. Complete student accident reports.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- LPN or RN licensure required.
- Licensed to administered medications.
- Current certifications in CPR, First Aid and intramuscular/subcutaneous injections.

Experience:

- Previous experience in working with children preferred.

Essential Skills Required to Perform the Work:

- Knowledge of medical devices to monitor student health such as BP cuff, glucometer, thermometer, nebulizer, etc.
- Knowledge of medical terminology, diseases, current health care issues, concerns, and trends.
- Ability to effectively communicate, both in verbal and written form, with students, staff, and parents.
- Ability to establish and maintain effective working relationships with a wide variety of groups and individuals.
- Ability to organize, implement and maintain health records, documentation, and reporting requirements.
- Ability to administer and compute medication dosage accurately.
- Maintain confidentiality.
- Basic computer and keyboarding skills
- Basic office equipment knowledge.
- Basic internet knowledge.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves regularly lifting up to 25 lbs., frequently lifting up to 40 lbs. and using assisted lifting techniques for anything over 40 lbs.
- Position involves bending, stooping, crouching, and kneeling.
- Position involves listening and speaking clearly.

Mental Job Requirements:

- Position required accuracy.
- Position required meeting deadlines.
- Position requires handling multiple tasks at once while dealing with constant interruptions, and prioritizing tasks.
- Position requires flexibility and willingness to undertake a variety of tasks as directed by the Licensed School Nurse.

Working Conditions:

- Work frequently requires exposure to communicable disease, bloodborne pathogens, and other bodily fluids.
- Work may require use of protective equipment or safety procedures.
- Position may be exposed occasionally to disagreeable conditions involving customer contact.
- Exposure to noise from students.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
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- Ensures daily office operation runs efficiently and smoothly.
- Maintains accuracy and up-to-date records to help ensure that the department properly meets the needs of the state, parents, students and staff.
- Maintain confidentiality of student information.
- Provides a safe, learning environment.
- Support students and staff by providing services that support the educational activities and programs.
- Contributes to the effective and efficient operation of the office.

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.