



<b>TITLE:</b>	<b>Clinical Assistant</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Principal/Supervising Nurse</b>	<b>TERMS:</b>	<b>181 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>PT3</b>

**PRIMARY PURPOSE:**

Assist the school nurse (RN) by assuming routine record-keeping activities, providing minor first aid care and conducting health screenings at the campus level. Works under the immediate guidance and direction of a licensed Registered Nurse and/or Licensed Vocational Nurse.

**QUALIFICATIONS:**

**Education:**

High School Diploma or equivalent  
Medical Assistant or Certified Nurse Assistant certificate, preferred  
Current BLS Provider certification preferred  
Willingness to acquire the following certifications and training:  
    Vision and Hearing Screening Certification  
    Spinal Screening Certification  
    BLS Provider Certification  
    Unlicensed Diabetes Care Assistant (UDCA) training

**Special Knowledge/Skills:**

Excellent organizational, communication and interpersonal skills  
Proficient computer keyboarding skills with emphasis on numerical data entry  
General knowledge of office equipment  
Computer skills and willingness to learn/adapt/lead other nurses in implementation of district software/Electronic Health Record  
Ability to work within a team framework as well as perform responsibilities independently

**Experience:**

Minimum 1 year clinical experience (required)  
    Clerical experience (preferred)  
Experience working with school age adolescents (preferred)

**Working Conditions:**

**Mental Demands/ Physical Demands/Environmental Factors:**

Ability to maintain emotional control under stress  
Work with frequent interruptions  
Exposure to biological and chemical hazards, bacteria, blood-borne pathogens and communicable diseases  
Ability to stand for prolonged periods of time, frequent stooping, bending, pulling, lifting and pushing  
Occasional prolonged and irregular working hours

**Equipment Used:**

Computer, copier, scanner, standard medical equipment including but not limited to an AED, hearing and vision screening equipment and any additional medical equipment that may be necessary.



**Essential Functions:**

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse or Director of Health Services.
2. Administer medication to students according to board policy and district procedures and maintain an accurate log of medication dispensed.
3. Take vital signs (temperature, pulse, respiration rate, pulse oximeter and blood pressure. Communicate findings to the school nurse for direction.
4. Assist with screening activities including vision and hearing testing and spinal screening.
5. Communicate with parents regarding individual students as directed by the school nurse.
6. Escort students to and from the nurse's office.
7. Serve as a member of the first responder team.
8. Attend health services meetings when scheduled.
9. Maintain accurate student health records, including immunization records, medication administration records, and individual student treatment records.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate updated health records on all students.
11. Maintain nurse's office supply inventory and request supplies monthly as needed.
12. Perform routine clerical duties including answering the telephone and maintaining daily nursing documentation.
13. Willing to travel within the district to assist in various campus settings, if not a stationary position.
14. Comply with policies established by federal and state laws, Texas Department of State Health Services, State Board of Education rule, and New Caney ISD board policy in the health services area.
15. Comply with all district and campus routines and regulations.
16. Adhere to HIPAA/FERPA and confidentiality rules and regulations.
17. Performs other job-related duties as assigned.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date