



## Little Falls Community Schools

14750 Riverwood Drive | Little Falls, MN 56345  
Phone: 320-632-2005 | Fax: 320-632-2010

### POSITION DESCRIPTION

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> School HealthCare Paraprofessional	<b>Department / Building:</b>
<b>Reports To:</b> Building Principal and District Nurse (LSN)	<b>FLSA Status:</b> Non-Exempt
<b>Pay Grade:</b> Level 2	<b>Bargaining / Work Unit:</b> MSEA/Administrative Assistants Paraprofessionals
<b>Duty Year:</b> 181 days (approximately)	<b>Position Last Updated:</b> 3/18/2025

#### SECTION II: JOB SUMMARY

The School Health Paraprofessional supports the health and wellness of students by assisting in the daily operation of the school health office. This role provides first aid, administers medications, maintains student health records, and communicates with staff and families regarding student health needs.

#### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Student Health Services
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#### Tasks involved in fulfilling above duty/responsibility:

- Provide first aid and emergency care to students.

- Communicate with families, teachers, and administrators regarding student health concerns.
- Document accidents, injuries, and medical referrals as required.
- Provide care for students with illnesses and minor health concerns.
- Monitor illness trends and report findings to the District Nurse (LSN) and Minnesota Department of Health (MDH) as needed.
- Arrange transportation for sick students and communicate with families regarding student health status.
- Administer medications in accordance with district policies and procedures.
- Complete and maintain required medication documentation.
- Communicate with families, teachers, and physicians regarding medication compliance and effectiveness.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Health Record Management and Compliance
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**Tasks involved in fulfilling above duty/responsibility:**

- Review and maintain student health files, ensuring compliance with state immunization and health requirements.
- Follow up on missing records and communicate with families to obtain necessary documentation.
- Assist in completing and submitting the annual state immunization report.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Communication and Collaboration
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**Tasks involved in fulfilling above duty/responsibility:**

- Collaborate with teachers, administrators, and families to support student health needs.
- Report suspected cases of abuse or neglect in accordance with district and state policies.
- Participate in team meetings, health conferences, and staff training as requested.

<b>Duty/Responsibility #</b>	4	<b>Statement of duty/responsibility:</b> General Health Office Management/Other Duties
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**Tasks involved in fulfilling above duty/responsibility:**

- Maintain inventory of health office supplies and ensure proper organization.

- Assist in organizing and conducting vision, hearing, and other health screenings.
- Support health education initiatives such as handwashing, asthma management, and other wellness programs.

**Perform other duties as assigned or requested.**

#### SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS

**Education/Certification Requirement:** High school diploma or equivalent required. Additional training in healthcare or related fields preferred. CNA, LPN, MA, EMT, or equivalent healthcare certification required. CPR and First Aid certification required and must be maintained.

**Experience:** Prior experience in a school health setting, clinic, or related healthcare environment preferred.

**Essential Skills:**

- Strong judgment and ability to make decisions within the scope of practice.
- Knowledge of school nursing procedures and protocols.
- Strong communication and collaboration skills with students, staff, and families.
- Ability to maintain confidentiality and handle sensitive student information appropriately.
- Proficiency in using computer systems for record-keeping and communication.
- Organizational skills and attention to detail.

#### SECTION V: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical	Lifting/Carrying		Exposure to Environmentals	
Standing	F	Up to 10 pounds	F Possible exposure to blood-borne pathogens through body and/or body fluids	F
Walking	F	Up to 25 pounds	O Toxic chemicals	N
Sitting	F	Up to 50 pounds	N Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	N Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N Explosives	N
Hearing	C	More than 100 pounds	N Fumes	N

Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	C	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	C
Distinguishing temperature	O			Color vision (identify and distinguish colors)	O
Traveling by automobile	O			Peripheral, depth perception	F

## SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

**Performance of Duties.** Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.