



PAYNESVILLE PUBLIC SCHOOLS POSITION DESCRIPTION

Job Title: Health Paraprofessional
Date Prepared/Revised:
Reports To: Principal

FLSA Status: Non-exempt
Department: Nursing Office
Last Classification Review:

Job Summary:

Under the direction of the Building Principal and guidance of the School Nurse, the Health Paraprofessional is responsible for providing and assisting students in daily routine health care, medications, treatments, episodic and first aid care and assists the School Nurse (LPN) in managing the school's Health Services Office.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Assists in providing health care services to students under the guidance of the School Nurse.
 - a) Dispenses medications to students as directed by school policy and school nurse.
 - b) Assists in providing episodic and first aid care to students and staff.
 - c) Assists in providing treatments, as prescribed (e.g. oral or nasal suctioning, tube feeding, checking blood pressure, catheterization, auscultation, and otoscopic exams) depending upon training and instruction of School Nurse.
 - d) Assists in making routine assessments and refers findings or issues to School Nurse.
 - e) Assists in the conduct of health care preschool screening processes.
 - f) Assists the School Nurse in obtaining required verification of immunizations
- Maintains and updates health records and student health recordkeeping.
 - a) Completes and maintains a variety of records, including services to students with IEPs.
 - b) Assists in updating student health visits, tracking health office inventories, immunizations, etc.
- Maintains continual communication with the School Nurse regarding health office occurrences or changes to student health information.
- Reports students with repeated symptoms/problems/incidents of communicable disease to School Nurse.
- Performs other duties of a comparable level or type, as required.
 - a) Participates in staff development and skill development trainings and activities.

Minimum Qualifications:

As a Paraprofessional in providing health care services requires CNA (Certified Nursing Assistant) Certification, TMA (Trained Medical Aide), CMA (Certified Medical Assistant) or equivalent and comparable training beyond HS and CPR and First Aid training within 6 months of hire.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of applicable laws, regulations, standards and department procedures pertaining to school health.
- Knowledge of 1st aide and life support procedures and practices.
- Fundamentals of office recordkeeping office practices and equipment.
- Health care and medical terminology.
- Fundamental knowledge of communicable diseases.
- Knowledge and use of computer and district applications (i.e. Infinite Campus) in maintaining health records and student information.

Essential Skills Necessary To Perform The Work:

- Using various computer software applications such as general office productivity software or customized software/applications used by the district in maintaining department files, health records and health plans.
- Providing first aid, episodic care and basic life support.
- Ability to assess conditions, prioritize and provide general first aid and health assistance to student injuries and/or health concerns within the strict instructions, guidelines, parameters, policies of the district and immediate direction of the school nurse.
- Ability to communicate effectively with parents, staff, supervisors, and students using excellent oral and written communication skills.
- Dealing appropriately with children concerning their issues, concerns and feelings.
- Operating screening equipment and the conduct of hearing, vision and scoliosis health screenings.
- Learning, applying and following health treatment plans and procedures provided by the LSN and under their direction.
- Administering medications and treatments (i.e. glucose monitoring, vital signs, etc.) in accordance with physician orders.
- Ability to learn how to triage medical emergencies and injury situations in accordance with operational procedures.
- Learning and identifying conditions and symptoms of disease conditions.

Work Environment:

Duties are generally performed in a school nursing office setting where there is the potential for exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks can be minimized given the training level, risk management procedures and safety training provided or required of incumbents.

Physical Job Requirements:

Job is frequently required to sit, talk, and hear; intermittently stands, walks, use hands to finger, handle or feel, reaches with hands and arms, stoops, kneels, and crouches. Exerting up to 25 pounds of force occasionally when lifting children; exerting a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

