



Nurse Assistant Job Description

JOB INFORMATION

Job Title:	Nurse Assistant
Version Date:	04/26/2005
Category:	Support Staff
Department:	Student Services
Work Year:	155 Day, 10 month
FLSA Classification:	Non-Exempt

JOB SUMMARY

The overall objective of this position is to assist the school Nurse in providing health services that facilitates and promotes optimal learning for all children and youth by assisting students to improve or adapt to their health status.

Essential Functions

Essential Function	% TIME
Administer medications under the direction of the school Nurse.	20%
Assists the Nurse with nursing activities and perform delegated health tasks.	5%
Contact parents of ill/injured children.	2%
Assist with health screenings.	2%
Assist in keeping immunization records.	3%
Assist with or perform head lice screenings.	3%
Keep up to date logs of student's visits to the sick room.	2%
Assist with the filing of State Health reports.	2%
Recognizes the need to call supervisory RN when tasks are beyond job guidelines.	1%
Participates in the in-service training programs.	2%
Administer First Aid as needed and practice universal precautions.	10%
Travel between schools.	10%
Perform clerical work and utilizes the computer.	10%
Cares for the equipment.	5%
Operates the office machines.	5%
Assists the Nurse in duties related to the supervision of sickroom and nursing related activities.	5%
Works with individuals and small groups on nurse related activities.	5%
Perform such other tasks and assumes such other responsibilities as the Nurse or Principal may from time to time assign.	8%

QUALIFICATIONS

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

Education/Work Experience

Required	High School Diploma or GED		
Preferred	Certified Nurse Assistant License (CNA)		
Preferred	Associates Degree of post-secondary education coursework.		

Education/Work Experience

Preferred	One year successful experience working with children.		
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CERTIFICATES, LICENSES, REGISTRATIONS & CONDITION OF EMPLOYMENT

Required	First Aid and CPR card are required, or the ability to obtain such certificates within an acceptable amount of time.		
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			
Lift up to 25 pounds			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Commute between school buildings/sites.

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