

# **RED LION AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:**       **HEALTH ROOM ASSISTANT**

**STATUS:**     **NONEXEMPT – 10 MONTHS**

**QUALIFICATIONS:**

1. Current and valid license as a registered nurse or licensed practical nurse from the Commonwealth of Pennsylvania.
2. Such alternatives or equivalents to these requirements as the Board may find acceptable.

**REPORTS TO:**     Director of Pupil Services

**JOB GOAL:**       To assist the certified school nurse in providing a comprehensive program of school-based health services within the assigned building(s).

**ESSENTIAL FUNCTIONS:**

1. Provide medical first aid services to students and staff, in accordance with the District's standing orders.
2. Provide health services for students having special medical needs in accordance with doctors' instructions, parental request, and/or the terms of a Section 504 plan.
3. Make referrals to social workers, clinics, school psychologist, family physicians, etc. when necessary.
4. Provide information, consultation, and assistance to staff regarding the medical conditions of students.
5. Work cooperatively with school counselors, social workers, reading specialists, intervention specialists, learning support teachers, gifted support teachers, and other professional staff to improve the educational programs for all students.
6. Maintain professional, ongoing communication with parents/guardians relating to students' educational, developmental, and social progress.
7. Engage parents/guardians through structured activities, as directed by the District and/or building principal, including parent conferences, open houses, meet-the-teacher activities, and other similar activities.
8. Develop and maintain positive and supportive relationships with all students.
9. Provide medical first aid services to students and staff, in accordance with the District's standing orders.

10. Screen and assess students that present symptoms of a communicable disease/condition and determine the need for exclusion from school and/or activities.
11. Assess injuries and determine the necessity of immediate care or absence from school.
12. Complete school accident reports as required by law and Board policy.
13. Report to the building principal all accidents and acute illnesses occurring during school hours.
14. Receive and log all prescription medications in accordance with a physician's prescription and nonprescription medications at the direction of student's parent/guardian.
15. Administer prescription and nonprescription medication, as prescribed by private or school physician.
16. Provide required health screenings as required by state and/or federal law and Board policy.
17. Provide direct notification to parents/guardians of students' significant injuries, health concerns, and vision and hearing follow-ups.
18. Provide all paraprofessionals in the health room with direction, instruction, and/or guidance for working with students.
19. Assist the school physician in providing physical/medical examinations as required by law and Board policy.
20. Assist the school physician in the administration of tuberculosis tests to staff and students as necessary.
21. Assist the dental hygienist in administering dental exams, as needed.
22. Ensure that all student health records are current and complete.
23. Perform all necessary tasks to ensure a safe educational classroom environment.
24. Comply with all record-keeping requirements of the health room.
25. Comply with all state and federal laws, regulations, and school board policy with respect to the confidentiality of medical records.
26. Assist the building secretary and/or principal in addressing attendance issues related to student health and wellness.
27. Monitor and redirect, as necessary, the behavior of all students in all areas of the building during school hours and enforce the student code of conduct.
28. Complete and submit all state reports as required by law and/or Board policy.
29. Participate and engage in meaningful professional development activities as may be required by law to maintain appropriate certification and competency, or as may be directed by the District, Director of Pupil Services, or building principal.
30. Demonstrate professionalism in both service to students and to the profession, and comply with the Code of Professional Practice and Conduct for Educators and any other legal standards and/or regulations related to professional conduct both in and out of school.
31. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
32. Comply with all rules, regulations, and policies of the District.

33. Perform all other duties and responsibilities as assigned by the Director of Pupil Services, building principal, or other supervisory personnel.

<b>PHYSICAL DEMANDS:</b>	Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.
<b>SENSORY ABILITIES:</b>	Visual acuity. Auditory acuity.
<b>WORK ENVIRONMENT:</b>	Typical administrative office and school environment. Subject to inside and outside environmental conditions. Subject to bodily fluids and other potentially infectious substances. Subject to medical equipment, including sharps.
<b>TEMPERAMENT:</b>	Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.
<b>COGNITIVE ABILITY:</b>	Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.
<b>SPECIFIC SKILLS:</b>	Must possess extensive medical knowledge consistent with course of nursing study. Must be able to administer basic and advance first aid. Must maintain valid CPR certification and training. Must possess average computer skills. Ability to operate various office and technology-related equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

## **TERMS OF EMPLOYMENT:**

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

*The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.*

*The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.*

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

**Date Revised:** January 27, 2023

Employee: \_\_\_\_\_