

Job Title: Para Educator B: Health Room, Elementary and Secondary
Classification: Educational Support
Reports To: Building or Department Administrator

General Description: Under the direction of the Building Administrator or Building Nurse, is responsible for applying general skills to support the health and safety of students in the elementary and secondary school setting and health room. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Assists with general clerical work related to health records.
2. Provides general support to the main office when needed.
3. Accurately documents the care given in the health room.
4. Communicates with the building administrator, nurse and parents regarding student health issues as appropriate.
5. Monitors students in the health room under the supervision of the nurse.
6. Administers medication to students according to district policy and building guidelines.
7. Coordinates and maintains the health center.
8. Keeps an inventory of health supplies.
9. Attends to injured and ill students.
10. Participates in new learning as determined by the district/building.
11. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
 - a. AA Degree or higher, or
 - b. 72 quarter hours or 48 college semester credits of 100 or higher, or
 - c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).
3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. *First response training.*
5. Health room training, provided at time of hire.
6. Blood Borne Pathogen Training, provided at time of hire.
7. Must have valid First Aid/CPR with AED certificate **prior to start date.**

Knowledge, Skills, and Abilities:

1. Knowledge of computer software.
2. Knowledge of office equipment.
3. Knowledge and application of safety procedures related to performance responsibilities.

4. Skills in office procedures.
5. Skills in organization, time management, flexibility and multitasking.
6. Skills in verbal and written communication.
7. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
8. Ability to take direction in a professional manner and follow through.
9. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
10. Ability to maintain good working relations with co-workers, staff, students and community members.
11. Ability to follow SSD policies, procedures and protocols.
12. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
13. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.

Approved by: _____
Darryl Pernat, Executive Director of Human Services Date

Reviewed by: _____
Jami Cross, PSE President Date

Revised: 03/2021
Revised: 02/2021