



STILLWATER AREA PUBLIC SCHOOLS Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Health Paraprofessional</i>	Department / Building: <i>Various Buildings</i>
Reports to: <i>Principal</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>A12</i>	Bargaining/Work Unit: <i>Paraprofessional</i>
Position Last Updated: <i>3/2018</i>	Next Position Description Update: <i>3/2021</i>

SECTION II: JOB SUMMARY

To assist the Licensed School Nurse (LSN) and Health Care Specialist (HCS) in the performance of health related activities and provide routine health services and emergency procedures for the students and staff through an interactive, caring, and supportive manner.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Health Room Support
Percent of Time:	75%	

Tasks involved in fulfilling above duty/responsibility:

- Provides basic first aid and emergency care to students and school employees who are injured or ill at school. Notifies parents/guardians, Licensed School Nurse (LSN) or Health Care Specialist (HCS) or appropriate emergency services.
- Administers medications and/or specialized treatments to students as directed by physicians, delegated by the LSN or HCS and authorized by the child's parent/guardian.
- Assists students who may have specialized needs (toileting, lifting and transferring).
- Documents accidents that occur on school property, involving students, staff or visitors, using the appropriate incident reporting form.
- Meets student needs in Health Services by monitoring medications, inhalers, glucose monitoring, and other self cares.
- Keeps accurate medication count for controlled medications as required by law.
- Assists LSN/HCS in health screenings.
- Confers regularly with the LSN/HCS to help monitor student health and health plan delivery.
- Has a working knowledge of the OSHA regulations regarding blood borne pathogens and practices, universal precautions to protect self, staff, and other students from exposure to blood and bodily fluids.
- Maintain confidentiality regarding students, their families and their health needs, sharing information appropriately with staff when necessary.
- Cleans cots, health equipment and other supplies.

Duty/Responsibility No:	2	Statement of duty/responsibility: Organization and Documentation
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Maintains student health records on an individual file and on the computer system.
- Maintains current emergency information for students.
- Informs the LSN/HCS of pupils or staff with special health conditions as soon as the status is known.
- Maintains daily health log of health services activities. Prepares and maintains additional records or reports at the request of the LSN/HCS or Principal.
- Develops effective working relationships with those site, area and District personnel who are in a position to direct and facilitate one's work as a member of the educational team for whatever site or area(s) assigned.
- Maintains current health and immunization records as required by state law.
- Organizes and maintains the health office including the ordering of supplies.

Duty/Responsibility No:	3	Statement of duty/responsibility: Special Projects
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work purposefully, confidently and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school program.
- Ability to develop and maintains effective working relationships with students, staff and parents.
- Ability to communicate in oral or verbal and written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.
- Ability to demonstrate caring and warmth for children and an understanding of children's needs.
- Knowledge of and the ability to incorporate into the job, general concepts covering child and adolescent health and development.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill and ability to set up, maintain and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) or Emergency Medical Technician (EMT) certification required
- High school education or its GED equivalent.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two or more years' experience in healthcare industry preferred.
- One year of experience working with children in an educational setting is preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

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.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F