Westonka Public Schools, ISD #277
Minnetrista, MN 55364
952.491.8005

Position Description

SECTION I: GENERAL INFORMATION

Position Title: *Health Specialist*	**School or Department:** *District School*
Reports to: *Principal and District's School Nurse*	**FLSA Status:** *Nonexempt*
Classification: *Band B, Grade 2, Subgrade 2*	**Bargaining Unit:** *School Service Employees (SSE)*
Position Last Updated: *October 2026*	**Next Position Description Update:** *2029*

SECTION II: JOB SUMMARY – General Office Paraprofessional

Responsible for providing those services within the School Health Program. This includes providing first aid to sick and injured students, staff and visitors and assisting with various health screenings.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	**Statement of duty/responsibility:** Provide first aid care to sick or injured students and monitor health conditions as requested according to the guidelines set forth by the District and within established treatment plans.
Percent of Time:	64%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Administers medications as requested by a parent and doctor under the supervision of the District Nurse.
- Confers with teacher/principal/counselor regarding student health issues.
- Maintains health care plans for students with specific health needs (ex. Diabetes, seizures, allergies, etc.)
- Responsible for all field trip medications.
- **Keep accurate records of treatments and communications with families**

Duty/Responsibility No:	2	**Statement of duty/responsibility:** Maintain student health records of immunizations on health records.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Contact parent or guardian of absentee and notifies District Nurse, social worker, principal and teacher of prolonged or unusual absence.
- Locate records for transferred students.
- Maintains health services daily log.
- Maintains current emergency cards for students and staff.
- Follow up on immunizations required by law and send annual report to the State.

Duty/Responsibility No:	3	**Statement of duty/responsibility:** Perform other duties
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Attend certain events throughout the year in order to communicate with families (Kindergarten Round-Up, Open House, etc.)
- Perform other related duties, including general office duties, as assigned.

Duty/Responsibility No:	5	**Statement of duty/responsibility:** Perform routine screenings
Percent of Time:	3%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Perform routing screenings which many include vision, hearing, lice and scoliosis checks. Maintain records of results.
- Rechecks students of failed screenings and refers to District Nurse.

Duty/Responsibility No:	6	**Statement of duty/responsibility:** Communication
Percent of Time:	1%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Inform District Nurse, Principal or Social Worker of student problems such as physical abuse, family abuse and neglect while maintaining confidentiality of information received.
- With families to receive all paperwork needed
- With families situations and care needed at school

Duty/Responsibility No:	7	**Statement of duty/responsibility:** Maintain the Health Services office
Percent of Time:	1%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Maintain the Health Services office orderly and well-supplied with proper equipment and other needed items.

Duty/Responsibility No:	8	**Statement of duty/responsibility:** Attend meetings, workshops and training sessions
Percent of Time:	1%	

Tasks involved in fulfilling above duty/responsibility:

- Regular attendance and timeliness.
- Attend meetings, workshops and training sessions as directed by the supervisor.
- Participate in meetings – communicating and implementing strategies discussed. Provide feedback and share ideas.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Have the ability to organize, prioritize and manage multiple tasks efficiently.
- Have the ability to work collaboratively with administrators, teachers, and other district staff.
- Have the ability to take direction from the Principal and the District's School Nurse.

- Have the ability to work effectively with teachers, parents, and students.
- Show evidence of having a working knowledge and experience using Microsoft Word and Excel.
- Confidentiality is critical for this position.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Requires a high school diploma or equivalent (GED) with clerical experience and food clerical skills.

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience in administering First Aid and CPR.
- Prefer a Registered Nurse or Licensed Practical Nurse Certificate.

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

- Regular attendance and timeliness.
- Demonstrates ethical behavior in school environment and community.
- Demonstrates courtesy, cooperation, fairness and confidentiality in all matters concerning students, teachers, staff, and administration.
- Maintains safe working environment and encourages colleagues to be safety-minded in the performance of all duties.
- Has a clear and demonstrated commitment to the District mission, which is a collaborative community of learners that: uses effective instructional methods; implements research based curriculum models; engages and challenges all learners with high academic expectations; and develops healthy social and emotional relationships.
- Establishes, promotes and maintains positive interpersonal relations with administration, office staff, teachers and other support staff, parents and the community.
- Acquires the skills to remain current and relevant to the regulations, requirements, and expectations of the position via training workshops, webinars, and other staff development processes.

SECTION X: PHYSICAL JOB REQUIREMENTS

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)

Demands		**Demands**		**Demands**	
Physical		***Lifting/Carrying***		***Exposure to Environmental Conditions***	
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	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)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	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)	F	Varying weather conditions	O
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	***Sight***	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	F
Fine finger movement, including typing and sorting papers	C			Color vision (identify & distinguish colors)	O
Writing using a pen, pencil, or other writing instrument	C			Peripheral, depth perception	C