

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Health Para	Department: Health Services
Immediate Supervisor's Position Title: District COVID-19 Coordinator	FLSA Status: Non-Exempt
Job Summary: Under the direction of the District's COVID-19 Coordinator, provides supervision to students with symptoms related to COVID-19 in an isolation area. This position will support schools with symptom check compliance and other building needs related to supervision and student safety.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> • Provides supervision to students with symptoms associated with COVID-19 in assigned building. <ul style="list-style-type: none"> a) Supports LPN or LSN in evaluating student symptoms and determine proper course of action in conjunction with LPN or LSN. b) Documents all student information, visits, and determinations using the associated student information system. c) Contacts student's parents/guardians as needed to relay information and request student transportation home. d) Answers and addresses concerns of parents with respect to COVID-19 symptoms and compliance with guidance and district policy. • Provides building support with duties related to COVID-19. <ul style="list-style-type: none"> a) Assists in managing the building's symptom checking and tracking system. Responsible for ensuring all student entries are completed on a daily basis and follows up with students who have not submitted. b) Compiles and summarizes data for statistical reports. c) Provides health educational services within the building in the areas of hand washing, hygiene or others areas. d) Supports building with cleaning, disinfecting, and safety needs as needed. e) Serves in various roles as needed to meet the needs of the building based on staff availability. This may include, but is not limited to, student supervision in the lunchroom, classroom, or on the playground, aiding in food service as needed, or supporting custodial roles as needs increase. • May support in various nursing tasks and/or serve as backup to the building nurse in a limited capacity. <ul style="list-style-type: none"> a) Provides emergency 1st aid and medical care. b) Administers medication, as prescribed. c) Documents all health service visits and emergencies. • Maintains and shares level of professional expertise <ul style="list-style-type: none"> a) Keeps abreast of changing developments, trends, data and guidance related to the COVID-19 pandemic. • Performs other related duties within the scope of the position as assigned or requested to contribute to the efficient operation of Willmar Public Schools.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) One year technical college education preferred.	
	less than high school diploma		Major field of study or degree emphasis: Nursing training preferred
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Proper procedures for medication administration; • District administrative rules and procedures pertaining to health care services and operations; • School computer system
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year skilled nursing experience preferred but not required. Prior experience in school setting or supervision of children preferred.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Licensure as a Licensed Practical Nurse, Certified Nursing Assistant, PCA, or Certified Medical Assistant preferred but not required.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	<ul style="list-style-type: none"> • Communicating with staff, students, and parents. • Delivering and conducting skilled nursing treatments, first aid and emergency health services; • Observing and communicating student symptom concerns • Preparing and maintaining records and statistical information. • Using computers and related software applications • Making decisions in accordance with established practices and school policies • Managing time and setting priorities

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
N/A	0
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:
	0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Majority of work is performed in normal office conditions. Exposures to disagreeable odors, communicable diseases, bodily fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents. Exposure to students under the influence of chemicals and students with mental health concerns. Responds to crisis and emergency situations.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.
May need to perform lifesaving procedures and re-position students during medical emergencies.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description Created August 2020

Date Board Adopted: _____

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.