

**EPPING SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL NURSING ASSISTANT

GENERAL DESCRIPTION: The School Nursing Assistant provides student and staff health assistance under professional guidance and supervision in district schools from the School Nurse and/or School Principal. This position provides direct and indirect health care for students and staff in conformance with school district policies, professional standards, and physician's orders, individual education plans (IEP), Section 504 plans, and nursing care plans.

QUALIFICATIONS:

1. High school diploma or GED equivalent
2. Experience with children in a professional health setting preferred
3. First aid and cardiopulmonary certifications required per state educational law

KNOWLEDGE: Requires knowledge in the areas of general health and educational professionalism to assist students and staff as specified in the state education laws for school health services. The school nursing assistant supports the health office by understanding the following.

1. Child developmental stages from birth to age 21
2. Diversity of needs within the student population
3. Family influence on childhood learning and development
4. Necessity of dignity, sensitivity, and confidentiality
5. Variety of health care assessments and strategies
6. Life-threatening situations
7. Various degrees of health care and treatment, and
8. Applicable laws, rules, regulations, and procedural safeguards.

SKILLS: Requires demonstration of strong collaborative skills to work as part of a support services team to support students' access to learning and activities, problem solving skills to support student success, people skills in a service-oriented educational environment, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student database software, specialty health software, and office equipment operation.

ABILITIES: Requires excellent attention to detail and follow through to meet student health responsibilities. Requires ability to maintain confidentiality regarding health and other information for all students and staff as required per "Health Insurance Portability and Accountability Act (HIPAA)", "Family Educational and Privacy Act (FERPA)", and Epping School District Policy. Requires the ability to maintain flexible schedule and the physical ability to safely assist students with health needs and disabilities. Requires the ability and confidence to handle emergency situations in a calm and competent manner.

CLASSIFICATION: This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

REPORTS TO: School Nurse and School Principal

SUPERVISES: No staff supervision responsibilities

PERFORMANCE RESPONSIBILITIES:

STUDENT AND STAFF HEALTH:

1. Serve as a receptionist in the health office greeting students and staff.
2. Serve as a liaison between school nurse and parent, and school nurse and staff.
3. Handle health office traffic when the school nurse is with a student or staff member.
4. Set up and verify appointments as well as preparing health office schedule.
5. Observe students and refer to the school nurse students needing professional evaluation and attention.
6. Assist with the collection and return of student medications per school district policy.
7. Pull health records for examination and screening programs.
8. Review health records prior to treatment.
9. Prepare lists of students for hearing and vision screenings.
10. Assist with student screenings.
11. Record screening results in students' health records.
12. Weigh and measure students as directed.
13. Take temperatures and blood pressure as needed.
14. Monitor student or staff vital signs as needed.
15. Perform health treatment under supervision of school nurse.
16. Document care given.
17. Perform first aid and immediate triage and treatment as needed.
18. Assist with students' toileting and life management needs.
19. Assist with other student health care needs as directed by and with guidance of school nurse.
20. Seek help from school nurse or by calling 911 as needed.
21. Notify administration of emergency and other critical situations.
22. Administer medications under the supervision of the school nurse, principal, or designee when school nurse is absent.
23. Provide students and staff with emotional support and nurturing as needed.
24. Provide students and staff with emotional support during and following emergency situations.
25. Assist with emergency and fire drills.
26. Assist with school and district emergency management team(s).
27. Maintain first aid boxes and other boxes in the classrooms and on field trips.
28. Assist with the ordering and maintaining of health supplies.
29. Notify parents to arrange for transportation of sick or injured students as directed.
30. Arrange for transportation of sick or injured staff members.
31. Attend student related meetings as needed.
32. Assist with student health needs on field trips as needed.
33. Assist with the reporting of child abuse and neglect.
34. Attend district and other trainings in support of certifications and job responsibilities.
35. Substitute for school nurse when school nurse is out of the health office performing other duties or absent.

HEALTH OFFICE SUPPORT:

1. Demonstrate positive interpersonal relationships with students, staff, parents, and community members.
2. Maintain confidentiality.
3. Demonstrate punctuality, good attendance, and work ethic for all duties.
4. Respond to requests in a timely manner.
5. Adhere to school board policies and administrative procedures.
6. Adhere to all state and federal laws, rules, and regulations.
7. Assist with the opening and closing of the school health office each school year.
8. Keep track of and maintains visitor and staff sign in and sign out records.
9. Assist with maintaining student records including using any technology employed by the district.
10. Handle correspondence and maintains health files in an accurate manner.
11. Prepare forms in support of general physical health and athletic programs.
12. Maintain a supply of health office forms.
13. Supply parents with health record forms and assists in the registration of new students.
14. Type and distribute information from the health office.
15. Engage in attendance verification duties including communicating with administration and other school support personnel.
16. Support special health programs as needed.
17. Prepare student passes for students being sent to the health office.
18. Prepare accident reports for students and staff.
19. Assist with maintaining health education resources.
20. Answer phone and takes messages for school nurse when needed.
21. Communicate with parents and staff as needed.
22. Assist with the distribution of student and parent informational materials as needed.
23. Assist with the distribution of school staff informational materials as needed.
24. Assist with the safety and emergency committees as needed.
25. Assist with the smooth operation of student athletic participation by tracking completion of forms and communicating findings with athletic director.
26. Collect and report student data as requested.
27. Maintain Medicaid reporting forms for special services department.
28. Supervise students sent to the health office for release to parent, administrative attention, etc.
29. Organize the school health area for efficiency, safety, and appearance.

PROFESSIONALISM

1. Assist school main office as needed.
2. Assist in maintaining a safe, healthy learning environment that includes following prescribed policy and procedures of the school and district.
3. Function in a manner that serves as a role model to students in one's choices and actions, demonstrates the ability to use effective problem solving and appropriate social interactions, engages in flexible thinking, employs appropriate conflict management techniques and analyzes one's own personal strengths and preferences.
4. Communicate, follow instructions and use problem solving and other skills that will enable the individual to work as an effective member of the instructional team.
5. Seek help from appropriate sources as necessary.
6. Support the instructional, behavior, and life choices made for students.

7. Participate in ongoing professional development, self-evaluation and application of constructive feedback.
8. Demonstrate professional ethics by maintaining confidentiality of information regarding students, staff, and families and respecting legal rights and responsibilities of school staff and students.
9. Attend IEP and other parent and/or staff meetings at the request of a teacher or administrator.
10. Perform any additional duties, as requested by supervisor or other designated staff, which are consistent with the effective and orderly operation of the Epping School District and the goals and mission of the district.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Tasks may involve extended periods of time at a keyboard or work station. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting. Tasks are regularly performed in a school health office subject to student and staff illness, health conditions, physical disabilities, and bodily fluids. Tasks may involve emergency situations exposing employee to grotesque sights and smells associated with major trauma.

TERMS OF EMPLOYMENT:

1. Work year subject to individual employment contract per collective bargaining agreement
2. Work day subject to individual employment contract per collective bargaining agreement
3. Clear criminal background check
4. Verification of health to perform job
5. First aid and CPR certifications
6. Valid driver's license
7. Paraprofessional contract with salary and benefits defined per collective bargaining agreement

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.