

SCHOOL NURSE ASSISTANT

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skills, and/or abilities required.

Education and/or Experience

- High School Diploma or Equivalent, post-secondary education preferred
- Certified Nursing Assistant preferred but not required

Job Responsibilities

- Excellent written and verbal communication skills
- Attend Medication Assistant Training and other training requested by the Lead Nurse
- Assist the School Nurse with administration of medications after completing the Medication Assistant Training
- Consistent proper use of Personal Protective Equipment
- Provide basic first aid as needed
- Assist the School Nurse with supervision of students in the nurse's office or isolation area
- Keep a record of students who enter the isolation area in the format requested by the School Nurse
- Notify the School Nurse immediately of any change in a student's condition while you are supervising them, i.e. difficulty breathing, fever, etc.
- Assist in maintaining a clean environment
- Disinfect the area after each student is dismissed
- Stock supplies for the isolation area and nurse's office
- Notify the School Nurse when supplies are running low
- Maintain confidentiality of all school system related information
- Perform duties in a manner that promotes good public relations
- Perform clerical duties and other tasks as requested by the School Nurse
- Maintain proper and professional relationship with other employees

TERMS OF EMPLOYMENT

Answers to School Principal and Lead Nurse

This job is for the first semester of this school year only; salary to be determined by the Board of Education.