

KNAPPA SCHOOL DISTRICT  
JOB DESCRIPTION

**School Certified Nursing Assistant .5 FTE**

**SUMMARY**

Administers first aid and prescribed medical care to students. Defers care to the Principal, or School Nurse when situations arise that are outside of his/her scope of responsibility.

**REPORTS TO**

Principal and School Nurse

**QUALIFICATIONS**

**A. REQUIRED**

- Must have completed the training and examination requirements to be registered as a Certified Nursing Assistant in Oregon
- Current First Aid and CPR certification from an approved provider
- Two years of work experience as a health assistant, personal care technician, hospital ward clerk, physician's office or other equivalent experience in the medical profession
- Prior experience with physically/medically challenged children
- Good working knowledge of computer applications, including word- processing, database and spreadsheet packages
- Equivalent combination of education/training/experience

**B. DESIRED**

- Previous experience in a school setting working with children or adolescents
- Knowledge and understanding of socioeconomic diversity
- Bilingual skills
- Knowledge of body mechanics and body physiology

**ESSENTIAL FUNCTIONS**

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
- Administers and records medications in accordance with District policy.
- Consults references or the School Nurse to ensure a working understanding of medications that are administered.
- Takes and records vital signs.
- Administers vision screenings and other screenings, as directed.
- Maintains computerized listings of immunizations, chronic health conditions, daily visits and health screenings for each student.
- Completes state reports on immunization and vision screenings. Files monthly health report with the Director of Health Services
- Reports observations to the Principal, and School Nurse/Case Manager and/or Child Protective Services, when appropriate

## **ESSENTIAL FUNCTIONS (continued)**

- Provides social services information and referrals, as necessary. Works with District personnel to ensure that home needs are met
- May be required to perform specialized procedures, after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management
- Facilitates sending ill or injured students home or to appropriate facilities
- Responsible for writing and filing employee accident forms; refers injured employees for appropriate medical treatment; works with the District Human Resources office to coordinate documentation and investigation of workplace accidents
- May accompany students to school camp and meet the health needs of students under somewhat primitive conditions
- Maintains a clean, organized health office
- Exhibits patience, courtesy and tact when dealing with students, parents and the community
- Exhibits empathy when caring for different ability persons and injured/ill students
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to handle multiple tasks
- Ability to remain seated/standing for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, pull and occasionally carry up to 35 pounds