

POSITION TITLE Health Paraprofessional-Unlicensed

IMMEDIATE SUPERVISORS District School Nurse and Building Supervisor

Job Summary (Basic Purpose of Position)

The Health Paraprofessional (unlicensed) provides a level of care needed to address a wide range of health issues for children using established guidelines, protocols, episodic care, and first aid skills

SUPERVISOR EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/G RADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 ROUTINE CARE FOR ILL OR INJURED STUDENT		40-70%		Knowledge of: 1. First Aid, CPR & AED (current certification) 2. EMS 3. Vital signs 4. District policy and procedures 5. Accident report protocol 6. Emergency response/care plans Ability to: 1. Identify first aid needs 2. Remain calm in emergency situations 3. React quickly 4. Maintain a positive relationship with students 5. Understand age appropriate vital signs. 6. Monitor vital signs 7. Make a safe decision on student transport as needed- parent versus ambulance. Skill to: 1. Apply appropriate first aid technique 2. Use of health office equipment	1.01 Ill or injured student were cared for promptly in accordance with district policies and procedures. 1.02 Students with health needs received immediate, accurate emergency care with safe transportation. 1.03 Parents were contacted. 1.04 Completes computer/paperwork, as needed, i.e. the accident report. 1.05 District school nurse appropriately notified.
1.01 Identify extent of illness or injury and assist accordingly.	B2				
1.01 Determine health status					
1.01 Identify the degree of the emergency and establish priorities for action. A. Immediate care given A. Call the ambulance A. Notify parents	B2				
1.01 Contact parents of students with health needs.	A				
1.01 Provide ongoing observation and feedback on student health conditions to the district school nurse as needed.	A				

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<p>2.0 STUDENTS WITH DISABILITIES AND CHRONIC HEALTH NEEDS</p> <p>2.01 Provide care for students who are medically fragile or with complex health care needs.</p> <p>2.02 Assist student with disabilities in areas of daily living skills such as toileting functions, mobility and walking devices.</p> <p>2.03 Perform specialized health care functions as designated and trained to do by the district school nurse.</p> <p>2.04 Assist and/or observe asthmatic students with managing their asthma (i.e. rescue inhalers, peak flows, nebulizers, and respiratory evaluation).</p> <p>2.05 Monitor diabetic students in blood glucose testing and insulin injections.</p> <p>2.06 Notifies the district school nurse of changes in the conditions of any students with special health needs.</p> <p>2.07 Communications with parents of students with special health needs.</p> <p>2.08 When appropriate, provides referrals to other members of the school health team and community esources, and acts as a point of contact between school, families, and community.</p>	<p>B</p> <p>A</p> <p>B</p> <p>B</p> <p>B</p> <p>A</p> <p>A</p> <p>A</p>	<p>15-40%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. A variety of disabilities and chronic health needs of students 2. District Policy and procedures 3. Signs, causes, and care of students with Emergency Care/Response plans 4. ADLs (activities of daily living) <p>Ability to:</p> <ol style="list-style-type: none"> 1. Identify needs 2. Form a working relationship with students with ongoing health needs 3. Use equipment (health office equipment & student's specialized equipment) 4. Understand medical terminology <p>Skill to:</p> <ol style="list-style-type: none"> 1. Provide competent care related to the student's health needs 	<p>2.01-2.04 Students with disabilities were assisted according to the district policy and student/parent's wishes.</p> <p>2.05 Diabetic students were monitored accurately and appropriately.</p> <p>2.06 District school nurse notified.</p> <p>2.07 Parents notified.</p> <p>2.08 Appropriate referrals made.</p>
<p>3.0 MEDICATIONS</p> <p>3.01 Administer medications in accordance with district medication policy. •Doctor's order and parent's written consent was in place. •Recheck medication and dosage each time given to prevent mistakes •Report any medication errors to district school nurse</p> <p>3.02 Maintain a daily medication flow chart for each student taking medication.</p> <p>3.03 Provide security for medications, including controlled substances.</p> <p>3.04 Communicate with parents for medication</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. District medication policy 2. Conditions being treated 3. Medication side effects. 4. Proper technique of dispensing medication <p>Ability to:</p> <ol style="list-style-type: none"> 1. Recognize possible side effects and adverse reactions 2. Maintain accurate records 3. Count medications with parents and co-sign 4. Keep medications in locked cabinet 	<p>3.01 Medications were dispensed accurately and effectively according to district medication policy.</p> <p>3.02 Records were up-to-date and accurate.</p> <p>3.03 Accurate medication counts.</p> <p>3.04 Adequate medication supplies available for students.</p>

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refills and pick-ups.				Skill to: 1. Ability to administer oral, inhaled, topical, ear/eye drops, and rectal medications 2. Accurate documentation	
<p>4.00 COMMUNICABLE DISEASE</p> <p>4.01 Maintain immunization records.</p> <p>4.02 Control infectious disease.</p> <p>4.03 Communications with parents. •Immunizations •Potential exposure •Exclusion notices</p> <p>4.04 Notify district school nurse of potential infectious diseases.</p>	<p>A A A A</p>	<p>5-20%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> MN School Immunization requirements and District Immunization Policies District student data base State and local resources for immunizations. Blood Borne pathogens & standard (universal) precautions A variety of infectious diseases Infectious disease prevention <p>Ability to:</p> <ol style="list-style-type: none"> Ascertain adequate immunization coverage Compile and enter information in the student's records on the district student data base Locate and obtain records from previous schools Recognize potential infectious diseases <p>Skill to:</p> <ol style="list-style-type: none"> Assess student's immunization requirements Complete MN state immunization report Isolate as necessary 	<p>4.01 All students meet MN State immunization requirements.</p> <p>4.02 Infectious disease will be identified early and prevention methods enacted.</p> <p>4.03 Parents notified.</p> <p>4.04 School nurse notified of potential infectious disease.</p>

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<p>5.00 HEALTH SCREENING</p> <p>5.01 Coordinate screening programs with principal, teachers, and district school nurse.</p> <p>5.02 Recruit and train parent volunteers.</p> <p>5.03 Assist district school nurse in screenings.</p> <p>5.04 Rescreen students who do not meet passing criteria.</p> <p>5.05 Identify students requiring extra screenings by the district school nurse for further screening.</p> <p>5.06 Inform parents and follow up on need for student referral</p> <p>5.07 Perform screening procedures on request of school personnel, parents, and district school nurse for educational concerns or for IEPs.</p>	<p>A</p> <p>B</p> <p>B</p> <p>B</p> <p>A</p> <p>A</p> <p>B</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Screening criteria 2. Referral criteria and process 3. Student data base <p>Ability to:</p> <ol style="list-style-type: none"> 1. Instruct student in proper testing techniques 2. Instruct parent volunteers in use of school height and weights measurements. 3. Record results accurately in the student health folder and student data base. 4. Identify pass/referrals of the screenings. 5. Communicate the test results to the district school nurse <p>Skill to:</p> <ol style="list-style-type: none"> 1. Use Snellen and HOTV eye charts 2. Test muscle balance and corneal reflex testing 3. Administer the Ishihara Color test 4. Test with the audiometer 5. Use height and weight scale 	<p>5.01 Screening programs were completed smoothly and efficiently. Each student has completed required annual screening.</p> <p>5.02 Parent volunteers were properly recruited and instructed.</p> <p>5.03 School nurse was assisted in screenings.</p> <p>5.04 Students not passing initial screening were rescreened.</p> <p>5.05 District school nurse was notified of need for further evaluation.</p> <p>5.06 Follow-up referrals were completed and appropriate information was filed on student health records.</p> <p>5.07 Individual screening requests were completed.</p>
<p>6.00 PREPARE AND MAINTAIN REQUIRED RECORDS</p> <p>6.01 Keep a daily record of student visits and parent contacts.</p> <p>6.02 Record significant information on student's health records.</p> <p>6.03 Keep an up-to-date confidential list of students with health problems.</p> <p>6.04 Submit required flu, scoliosis and immunization survey reports to the State Department of Health.</p> <p>6.05 Record screening information on the</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Correct charting procedure 2. District policies and procedures 3. Student data base 4. Confidentiality 5. FERPA and HIPAA laws <p>Abilities to:</p> <ol style="list-style-type: none"> 1. Communication with district school nurse, parents, and staff 2. Discern "right to know" 	<p>6.01 Daily logs and record of parent contacts maintained.</p> <p>6.02 Reports and records were completed and maintained with accuracy as required.</p> <p>6.03 Staff and district school nurse were informed of student health problems that impact their education.</p> <p>6.04 Reports were submitted within established deadlines.</p> <p>6.05 Screening results recorded.</p>

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<p>student's health folder and student data base.</p> <p>6.06 Contact parents when medical referral is needed.</p> <p>6.07 Submit accident reports when required.</p> <p>6.07 Submit a detailed monthly and end-of year reports to the district school nurse reporting all health office activities.</p> <p>6.09 Maintain confidentiality.</p> <p>6.10 Communicate student health conditions with staff on a right to know basis.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>			<p>Skills to:</p> <ol style="list-style-type: none"> 1. Make data entries and use word processing on the computer 2. Protect student privacy 3. Use correct grammar, spelling and punctuation 	<p>6.06 Parents were informed of referrals</p> <p>6.07 Accident reports were submitted accurately and were on time.</p> <p>6.08 Required reports were submitted accurately and on time.</p> <p>6.09 Confidentiality was maintained.</p> <p>6.10 Records are available upon request to appropriate personnel as needed.</p>
<p>7.00 COMMUNICATES WITH STUDENTS, PARENTS, STAFF, AND DISTRICT SCHOOL NURSE</p> <p>7.01 Assist with identification of students who need a modified curriculum due to a medical problem.</p> <p>7.02 Promote health improvements by helping students establish and maintain health lifestyle.</p> <ul style="list-style-type: none"> •Focus on improving health related knowledge, attitudes, skills, and behavior in a school environment. •Take advantage of student visits to health office to teach self-help and wellness <p>7.03 Serve as a resource person for health and safety.</p> <p>7.04 Serve as a liaison between home and school in promoting effective health practices.</p> <p>7.05 Assist in planning and presenting health and safety-related programs to classrooms when requested by teachers or district school nurse</p> <p>7.06 Assist in maintaining a safe, healthy, positive school environment.</p>	<p>B2</p> <p>B</p> <p>B</p> <p>A</p> <p>B</p> <p>A</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. School health concepts 2. State mandated requirements 3. District policies and procedures <p>Ability to:</p> <ol style="list-style-type: none"> 1. Work with children/adolescents 2. Communicate verbally and write in a clear courteous, and professional manner. 3. Portray a positive role model for children and exhibit a positive attitude about health benefits to students. 4. Demonstrate a willingness to maintain sound working relationships with school personnel and community. 5. Follow health services policy and procedure. <p>Skill to:</p> <ol style="list-style-type: none"> 1. Be alert to environmental hazards. 2. Monitor student behaviors 	<p>7.01 Assistance was provided.</p> <p>7.02 Student demonstrates proper understanding of health care problems.</p> <p>7.03 Materials were provided as requested.</p> <p>7.04 Liaison activities were provided.</p> <p>7.05 Contributions to school safety and health were provided.</p> <p>7.06 School environment is safe, healthy and positive.</p>

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<p>8.0 STUDENTS WITH ABUSE AND/OR MENTAL HEALTH ISSUES</p> <p>8.01 File reports as required.</p> <p>8.02 Support legal and social efforts to combat abuse.</p> <p>8.03 Notify district school nurse and other school resources (i.e. school psychologists and social workers) of potential abuse and/or mental health issues as necessary.</p>	<p>A</p> <p>A</p> <p>A</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Indicators of child abuse/neglect and the effect on the child's performance, behavior, and wellness 2. District policy and procedures 3. Children's mental health issues 4. School resources: District school nurse, social workers, psychologists, counselors <p>Abilities to:</p> <ol style="list-style-type: none"> 1. Work with children with a deep sense of personal commitment. 2. Recognize to unusual changes in student's behavior 3. Be empathetic <p>Skill to:</p> <ol style="list-style-type: none"> 1. Observe and document of any injuries 2. Communicate with sensitivity to the child's possible situation 3. Recognize depression, anxiety, suicidal idealization and/or self-injury 	<p>8.01 A report is filed. Legal responsibilities and district policy were followed.</p> <p>8.02 Legal and social efforts were supported.</p> <p>8.03 Mental health issues of the student will be addressed and referred as appropriate.</p>
<p>9.0 MAINTAIN HEALTH OFFICE SUPPLIES AND EQUIPMENT</p> <p>9.01 Keep adequate stock of necessary first aid supplies.</p> <p>9.02 Care for screening and office equipment.</p> <p>9.03 Keep an up-to-date inventory.</p> <p>9.04 Order supplies and equipment.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>5-10%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Supply and equipment sources 2. Equipment/supplies needed for the school year <p>Ability to:</p> <ol style="list-style-type: none"> 1. Keep equipment in good working order 2. Keep an up-to-date 	<p>9.01 Adequate supplies were maintained.</p> <p>9.02 Equipment was maintained.</p> <p>9.03 An up-to-date inventory was maintained.</p> <p>9.04 Requisitions and purchase orders were completed accurately and within established deadlines and budgetary limitations.</p>

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10.00 PERFORM OTHER DUTIES ASSIGNED BY SUPERVISOR 10.00 Assume secretarial duties in absences of secretary. 10.01 Monitor student behavior on playground. 10.02 Complete continuing education requirements as designated by district school nurse or district policy: A. First Aid and CPR B. Other outside workshops; Re: specific health conditions (i.e. diabetes, epilepsy, etc.)	A A	5%		Knowledge of: 1. Duties as assigned by building principal 2. District registration policy 3. Office procedures 4. Requirements for recertification Ability to: 1. Keep accurate records 2. Communicate verbally in a courteous, professional manner 3. Be flexible Skill to: 1. Operate a computer, copy machine and use of office equipment 2. Display proper phone usage/etiquette 3. Seek out and attend appropriate education opportunities	10.01 Office duties were provided in absence of secretary. 10.02 Student's behaviors monitored. 10.03 Requirements completed.