

## **Millard Public Schools Human Resources Department**

**Job Description:** Health Room Para-Professional

**Reports to:** Building Principal, School Nurse Department Head, Director of Student Services

**General Summary:**

Provides first aid, CPR, minor illness care and medication administration for the school community under the direction of the school nurse. Position requires a high level of responsibility of independence working as a team with the school nurse, staff and administrator. The Health Room Para-Professional functions under the direction and the supervision of the licensed Registered School Nurse as “unlicensed assistive personnel”. The scope of practice, activities, and duties of the Health Room Para-Professional are defined by and are subject to the Nurse Practice Act in the State of Nebraska.

**Essential Functions:**

1. Knows and complies with district policies, rules, and procedures.
2. Notifies parents when children are sick.
3. Provide first aid to students and staff according to basic first aid procedures, utilizing proper techniques.
4. Provide medication to students according to district policy and in compliance with the Medication Administration Act, maintaining accurate documentation and accurate inventory counts of individual medications.
5. Perform or assist with procedures as delegated and supervised by the school nurse.
6. Prioritize needs of students presenting at the health office.
7. Consults with school nurse in determining appropriate care for student. Promotes student attendance in the classroom by determining when return to the classroom is appropriate.
8. Familiarizes themselves with the needs of students with individual health concerns.
9. Maintains and protect confidentiality and privacy of all persons served in the health room and refer requests for information to the school nurse.
10. Communicates effectively with parents and staff on matters of illness, accidents and policies of Millard Public Schools.
11. Promotes healthy habits in the school environments through proper hand washing, environmental decontamination and other precautions and reinforcements in the district’s rules and policies.
12. Maintain a safe, clean, and organized health room as directed by the school nurse
13. Assists the school nurse in ensuring that all necessary equipment and supplies are available and operable, including inventory management.
14. Identify and communicate the needs of students on off-site field trips, provide written information to responsible school employee and assure medications or other needed procedures are provided to student as directed by the school nurse.
15. Assists nurses in preparing, maintaining and summarizing the activity of the health room as directed by the school nurse.
16. Maintain Current certification in pediatric and adult CPR and First aid; attend meetings and in-service programs to update job performance skills.
17. Promotes appropriate skills development, communication and teamwork in a positive working relationship with other building employees and health room team.
18. Assists teachers/building principal with other duties such as office/clerical duties which may include duplication, recording daily attendance, and/or student supervision, recess/lunch duty and other duties as assigned.
19. Perform other duties as assigned by the school nurse and building administration.

**Qualifications:**

**1. Education Level:**

High School Diploma or equivalent

**2. Certification or Licensure:**

Current CPR and First Aid Certificates.

**3. Experience Desired:**

Health/Medical field training/experience preferred

**4. Other Requirements:**

Possess skills necessary to perform responsibilities.

**Special Requirements:**

<b>Task</b>	<b>Occasional 1 – 32%</b>	<b>Frequent 33 – 66%</b>	<b>Constant 67%+</b>
Standing	X		
Walking	X		
Sitting		X	
Lifting – 25 lb. max	X		
Carrying – 100 feet	X		
Pushing/Pulling	X		
Climbing/Balancing	X		
Stopping/Kneeling Crouching/Crawling	X		
Reaching/Handling	X		
Speaking/Hearing			X
Seeing/Depth Perception/Color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

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Employee Signature

\_\_\_\_\_  
Date

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Employee Signature

\_\_\_\_\_  
Date