

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> School Health Assistant	
<i>Supervisor:</i> Building Principal, Director of Nursing Services	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 6

Job Summary

Provides direct services to meet daily health needs of students and staff in school, according to school district policies and under the direction of an assigned licensed registered nurse (RN).

Essential Job Functions

Provides first aid for injuries and acute illnesses under the direction of the assigned RN.

Collaborates with the assigned RN, building principal, staff and parents regarding the health needs of students.

Provides direct care for students with chronic conditions according to individual health care plans and emergency care plans established by the assigned RN.

Collaborates with the assigned RN in evaluating individualized health care plans and emergency care plans.

Maintains accurate and confidential student health records for daily episode and chronic condition visits, including medication administration.

Follows medication administration guidelines and individualized training guidelines established by the assigned RN.

Assists the assigned RN with mandatory screening programs per state and district policy.

Reports unusual student health issues, including potential infectious disease, accidents and injuries, or change in chronic condition of a student, to the assigned RN.

Reports accidents/injuries to risk management, according to school district policies.

Attends nurse staff meetings.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

District designated computer hardware and software, including PowerSchool, CareDox, and Microsoft products. Thermometer, stethoscope, sphygmomanometer, audiometer, Sloan eye chart for visual screening, AED.

Independent Decisions

Will perform first aid and CPR/AED.

Primary Working Contacts

Daily contact with students and staff, and frequent contact with the assigned RN and parents/guardians.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None given; daily, direct supervision by the building principal, and student specific health related direction by the assigned RN and director of nursing services.

Unusual Working Conditions

Requires walking, standing, lifting, stooping as needed to provide health services for students and staff. Potential exposure to infectious diseases.

Evaluation

Annual written evaluation by building principal with input from the assigned RN and director of nursing services.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Completed a certified nursing assistant program (CNA).
2. First Aid, CPR, and AED Certification within 45 days of employment; preference given to applicants who already hold these certifications.
3. Excellent oral and written communication skills.
4. Ability to follow oral and written directions to include reading, interpreting, and following guidelines.
5. Ability to document each student visit.
6. Must have a valid driver's license and use of a personal vehicle; may be required to gain access to military installations.
7. Knowledge of medical terminology.

The following is preferred:

1. At least one (1) year of health care experience.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.