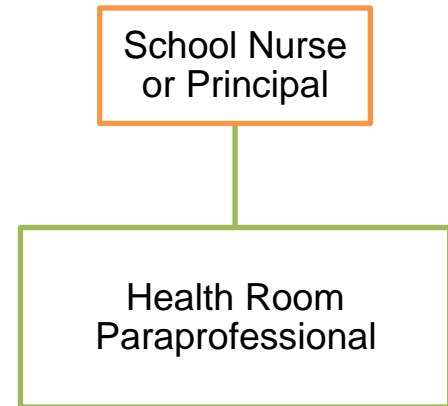


HEALTH ROOM PARAPROFESSIONAL

Job Title:	Health Room Paraprofessional
Initial:	November 1, 2006
Revised:	June 13, 2019
Work Year:	10 months
Office:	Education
Department:	Individualized Education/Nursing Services
Reports To:	School Nurse/Principal
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 3

Related Organization Chart



POSITION SUMMARY: The Health Room Paraprofessional is responsible for caring for students’ health injuries and/or illnesses in an expedient and safe manner. This position works with parents and students while under the supervision of the School Registered Nurse (RN) for the control and prevention of disease and for the development of optimum health of every student.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides appropriate emergency care of illness/ injury/mental health to students and staff in accordance with school district policy and procedure, and as directed by the registered nurse.
- Assists in control of communicable disease according to procedures.
- Administers medications to students as delegated by the registered nurse to include various rescue medications.
- Maintains confidentiality of information learned regarding student and their families.
- Notifies the school nurse and building principal of serious incidents, significant health problems, referrals, and possible child abuse.
- Exhibits knowledge of job limitations and accepts supervision.
- Assists the school nurse with organization and implementation of required vision and hearing screening in accordance with Colorado law.
- Monitors immunizations and follows-up on compliance.
- Maintains health files on each student and monitors medical orders and individual student health care plans.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Inputs daily health room visits, immunizations, vision and hearing results in current student database to include referral process as directed by the school nurse.
 - Completes accident reports and head injury reports according to district policy, process and best practice.
 - Assists the school nurse in monitoring for communicable disease and communicates with school nurse regarding any such conditions.
 - Coordinates with school nurse regarding concussion management at the school level.
 - Maintains records of staff CPR/First Aid/AED certifications and communications with staff on expiration and upcoming courses for renewal.
 - Assists school nurse with coordinating student medications/healthcare plans for field trips and/or school sponsored activities.
 - Maintains a neat and orderly health room.
 - Follows district policy regarding cleaning and disinfecting which coincide with infection-control measures.
 - Monitors inventory of supplies including First Aid/evacuation bag and notifies school nurse as needed.
 - Monitors AEDs monthly to ensure proper operation and battery expiration.
 - Assists with maintaining current, confidential student lists of health conditions.
 - Assists in adaptation to allow students with disabilities to participate in the school setting as delegated by the school nurse.
 - Under specific instruction and close supervision by the school nurse, the employee may be required to provide necessary medical treatments to children with disabilities. This may include, but is not limited to: administering physician prescribed medications including rectal and injectable medications, gastrointestinal feedings, oral suctioning, urinary catheterization, toileting/diapering, diabetes care and assist with potential medical emergencies.
 - Performs all other related duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- No experience required; experience in childcare or medical background preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Ability to understand and comply with HIPAA and FERPA requirements under the law
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to maintain excellent attendance

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to understand and follow complex oral and written instructions
 - Ability to perform responsibilities without the necessity of close supervision
 - Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- CPR, First Aid and AED certifications required within 1 month after hire
- Standard Precautions required within 1 month after hire
- Medication Administration required within 1 week after hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.