

Carlynton School District
Job Description

Title: NURSE ASSISTANT

Reports to: Certified School Nurse and Building Principal

Qualifications:

1. Current professional license, Registered Nurse or Licensed Practical Nurse, in the state of Pennsylvania
2. Current BLS, CPR and AED certificates
3. Knowledge of computer operations including experience in Microsoft Office Suite and G Suite
4. Must maintain accurate records using an effective organization system

Essential Functions:

1. Assists certified school nurse in the smooth and efficient operation of school health services and provide assistance when required
2. Performs clinical nursing skills within the standards of the Nurse Practice Act
3. Administers first aid and conducts initial assessment of student/staff regarding complaints of illness according to district policy and procedures
4. Administers proper medication to students according to district policy
5. Performs auditory, visual, scoliosis, height and weight screenings with follow-up at the direction of the certified school nurse
6. Maintains a safe and clean environment
7. Assists with clerical duties in the health offices
8. Assists with state mandate programs (i.e. schedule coordination, set-up, clean-up) under direction of certified school nurse
9. Travels to other buildings and attend field trips as necessary at the discretion of the certified school nurse
10. Performs all duties with awareness of district requirements and policies
11. Performs any other related duties assigned by supervisors

Position Specifications:

Physical Demands	Regularly required to stand, walk, and sit Frequent bending, stooping, twisting, reaching and grasping Occasionally required to lift and/or push up to 25 lbs Frequent carrying up to 15 pounds
Sensory Abilities	Visual acuity abilities: close vision, distance vision, and depth vision perception Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Transportation	Must have reliable means of transportation as this position requires travel between buildings
Temperament	Ability to work as a member of a team Must be courteous and able to deal effectively with people Must be cooperative, congenial, and service oriented Ability to work in an environment with frequent interruptions
Cognitive Abilities	Ability to follow written and verbal directions Ability to work independently and make work related decisions Exercise good judgment in prioritizing tasks and making work related decisions Ability to communicate effectively
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently Must possess proficient data entry skills
License	RN or LPN in Pennsylvania

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position and additional duties may be assigned.

Terms of Employment

Full-Time School Term Position

Salary, work schedule and other conditions of employment in accordance with the Secretarial-Cafeteria-Aides Unit Collective Bargaining Agreement