



LOWELL JOINT SCHOOL DISTRICT

NURSE'S ASSISTANT

Classified Salary Schedule
Range 19

JOB SUMMARY:

Under the direction and supervision of the Director of Special Education, and the technical direction of the District's credentialed school nurse/Student Support Services, provides a variety of health services to students; maintains health records, referrals and reports; administers routine first-aid, assists in screening ill, injured, and medically fragile students in accordance with State law and District regulations; and with health testing programs and other health related services as required. May be assigned to perform special health care procedures, and will participate in specialized training and support services that emphasize support for homeless, foster youth, and adopted students.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs and administers routine first aid procedures; attends to sick and injured students.
- Provides support for regular check-in and preventive support services for the needs of foster youth, adopted, homeless or McKinney Vento students.
- May perform specialized physical health care services including, but not limited to, blood glucose testing, catheterization, gastrostomy feeding, suctioning, ostomy care, postural drainage, and tracheotomy care, trained and supervised by the school nurse.
- Maintains a variety of health related records both manual and electronic (e.g. confidential student health records, emergency medical records, accident reports, health & disability records, medication records, etc.) for the purpose of providing information required by regulatory requirements.
- Assists the District's credentialed school nurse with routine health testing programs including, vision, dental, health, and hearing screening, for the purpose of coordinating screenings, contacting parents and recording results of screenings
- May administer various forms of medication upon prior parental/physician authorization.
- Performs general medical/clerical work, records various types of data, maintains confidential records.
- May assist parents in the completion of health records and forms and explains basic aspects of various health programs and required immunizations; follows up on student health records to assure compliance with State laws.
- Assists students when necessary with daily living self-care skills, including diapering, toileting, feeding and other self-help skills.
- Contacts parents regarding student's health or emotional needs.
- May participate in workshops and in-services as required.
- Attends specialized trainings to help support foster youth, adopted, homeless or McKinney Vento students
- Attends SELPA and District trainings to help promote resources and coordinate services for foster youth, adopted, homeless or McKinney Vento students
- Under the guidance of the District Nurse, serves as the liaison for connecting foster youth, adopted, homeless or McKinney Vento students and families with outside resources.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- First Aid practices and health and safety regulations
- Appropriate safety precautions and procedures
- General needs and behavior of children, including basic elements of child growth and development
- Basic aspects of various health programs and equipment

- General knowledge of Modern office equipment and computer programs
- Modern office practices and procedures, including filing systems, telephone techniques and etiquette
- Record keeping and methods of collecting and organizing data and information
- Correct English usage, grammar, spelling and proofreading
- Oral and written communication skills

Ability to:

- Administer First Aid and CPR to ill or injured students
- Organize and perform duties with a minimum of supervision
- Remain calm in emergency situations
- Analyze situations accurately
- Make good judgments without immediate supervision
- Maintain confidentiality
- Learn specialized physical health care services
- Efficiently prioritize and organize job responsibilities.
- Communicate clearly and effectively, both orally and in writing, with students, staff, parents and the public
- Use interpersonal techniques with tact, patience and courtesy
- Maintain reliable, consistent, punctual regular attendance
- Pass a typing test at 40 words per minute

Education/Training/Experience:

High school diploma or its equivalent; minimum of one year clerical experience required. Some previous experience working with children in an educational, health care or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities. Some experience in a medical setting preferred. Must have valid First Aid Certification and a CPR before start of employment. Valid California Driver's License. Ability to type 40 words per minute required

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Ability to lift up to 50 pounds without assistance, and be physically able to assist students who may have physical disabilities. Dexterity of hands and fingers to work with students. Standing or sitting for an extended period of time. Reaching overhead, above the shoulders and horizontally to work with and assist students. Some walking and standing on various surfaces as well as bending and reaching at the waist, below and above shoulder level, kneeling, and crouching. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required in order to read materials and assist students.

Work Environment:

While performing the duties of this job the employee works in several environments including a school office, classroom, indoor and outdoor environments and on or near student playground equipment as needed. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school office environment where the noise level is usually moderate.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD: 10 months per year, 5 days per week, 6.0 hours per day

Nurse's Assistant

Board Approved: June 10, 2019