

**Central Valley School District
Job Description #859**

TITLE **Nurses Assistant**

GENERAL SUMMARY

The Nurse Assistant is responsible for maintaining student health records. S/he is responsible for maintaining, ordering and inventorying first aid kits and supplies.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Nurses Assistant may perform all or a combination of the following:

1. Maintain school health records.
2. Update health information on student information system.
3. Assist in entering immunization dates in the eSchool system.
4. Assist the school nurse in maintaining a tracking list of students needing immunizations.
5. Prepare a list of students with exemptions by school each year.
6. Assist the school nurse in sending out notices about missing immunizations (if the nurse requests) as time allows.
7. Check health records with class lists to make sure each student has health records. Provide the nurse with a list of students without a health record.
8. Record vision/hearing screening results.
9. Assist with recording other screenings required by Washington State law.
10. Inventory each building's first aid kits.
11. Communicate regularly with the school nurse by recording visits and activities accomplished by email.
12. Perform other duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Special Education Supervisor or designee; receives lead direction from school nurse for delivery of health services.

MENTAL DEMANDS

Experiences frequent interruptions. Works under the direction of itinerant school nurse.

PHYSICAL DEMANDS

Record keeping requires substantial visual concentration; exposed to visual display terminals; potentially exposed to ordinary infectious diseases carried by students.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent
 2. Demonstrated ability to work with staff and parents.
 3. Ability to do light typing and clerical work (i.e. – type 55 wpm with accuracy).
 4. Good manuscript and cursive writing skills.
 5. Ability to demonstrate patience.
 6. Ability to follow directions and maintain confidentiality.
 7. Flexible, punctual and ability to work well independently.
 8. A first aid/CPR card must be obtained within the first 60 days of employment.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Posting 6/99
Revised 07/03
Revised 01/06
Revised 09/12