



PARAEDUCATOR (HEALTH ROOM)

Classification: Paraeducator

Location: Assigned School(s)

Reports to: School Nurse and/or Building Administrator

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Paraeducators provide medical assistance to students and staff in the school health room. Delivers health services and support to students and to meet health screening, reporting, and record keeping requirements.

Part II: Supervision and Controls over the Work

Paraeducators work under the supervision of a school nurse or administrator, who assigns specific responsibilities, provides policy and procedural direction and guidance, and who is available in more difficult situations and emergencies. Follows and assures compliance with local and state codes, district policies and regulations, direction of health care professionals and administrators, and appropriate health authority requirements.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to the following:

1. Provides first aid as needed and assists with health-related issues and medical procedures including but not limited to oral medications, tube feeding, catheterization, etc. when a school nurse is not available and does so consistent with doctor and parental direction and school policies.
2. Assists with communicable disease control including classroom inspections for head lice.
3. Assists with school-wide health screenings including schedules, records, materials and supplies.
4. Follows up on health care referrals by health specialist and assist families in accessing needed services.

5. Records health information in individual student health records.
6. Assists with maintenance of site lists of significant health conditions, student exemptions, and students receiving medication.
7. Maintains and updates centralized records and materials and completes required statistical reports.
8. Orders health room supplies.
9. Maintains and monitors supplies such as classroom diabetes kits and field trip first aid kits.
10. Administers specialized physical health care services under the supervision of a school nurse when site level staff is unavailable, using standard procedures.
11. Adheres to requirements for confidentiality regarding students' records; discreetly handles sensitive information pertaining to staff, parents and students.
12. Operates a computer to input, retrieve, and file data and text.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Successful completion of an associate's degree or two years (72 credits) of post-high school education in related areas of study. The education requirement may be substituted by successfully passing the written ParaPro Assessment.
4. Must possess basic clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology and keyboarding skills of at least 60 words per minute.
5. Must be trained in CPR and First Aid. Defibrillator training may be required.
6. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
7. Skill in assessing the physical and emotional needs of students and judging when emergency situations exceed the skill level and requiring engaging a medical professional.

8. Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.
9. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
10. Ability to maintain confidentiality of all school and personnel matters.
11. Possess a valid Washington state driver's license and a safe driving record. May be required to transport or accompany students in district-owned vehicles when necessary.

Part V: Desired Qualifications

1. Bachelor's degree.
2. Bilingual skills in a language(s) common to the students and community.
3. Knowledge of state codes related to school health service.
4. Experience administering first aid to ill or injured children.
5. Training in health care and emergency medical treatment.
6. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.
7. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
8. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated. Ability to conduct conflict resolution between students.
9. Ability to remain professional, calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
10. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
11. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
12. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.

13. Ability to communicate effectively verbally and in writing.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to assist students or intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.