

**TITLE: CNA/HEALTH
CATEGORY 4 PARAEDUCATOR**

QUALIFICATIONS:

1. High School Diploma
2. Successful completion of nursing assistant/CNA program.
3. Respect the confidentiality of information and a willingness to accept and utilize nursing supervision.
4. Proven ability to work in a polite and friendly manner and relate to a variety of constituencies, including but not limited to, administrators, parents, teachers, students, other school staff and visitors.
5. Possess strong verbal and written communication skills
6. First aid certified with recertification every 3 years.
7. BLS for Healthcare Providers certified with recertification every two years.
8. Successful completion of Department of Public Health mandated vision and hearing screening instructional program.
9. Demonstrate computer proficiency (i.e. Aspen, SNAP, and other computer applications)
10. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
11. Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

REPORTS TO:

Building principal, nurse leader, and/or supervising school nurse educator, or designee.

JOB GOALS:

1. To assist the school nurse educator in the smooth and efficient operation of the school health office in order to realize that office's maximum positive impact on the educational environment.
2. Assists in the nonprofessional aspects of school health services and functions under the supervision of the Registered Professional Nurse.
3. Provide a safe and supportive educational environment for all students and staff as well as providing medical support to teachers and students.

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PERFORMANCE RESPONSIBILITIES (include but not limited to):

1. Exhibit compliance with Family Educational Rights and Privacy Act (FERPA) regulations, and reimbursement requirements (Medicaid).
2. Accurately documents student and staff health encounter information utilizing the electronic student health record.
3. Provides basic first aid and general health assistance including taking vital signs for students and school personnel.
4. Reports to the nurse educator any illnesses and/or injuries that require professional nursing assessment and/or follow-up.
5. Assists with the preparation, implementation and documentation of mandated health screenings performed in accordance with Massachusetts Department of Public Health regulations at the discretion of the school nurse educator. Such screenings include but are not limited to vision, hearing, height and weight measurement.
6. Notifies parents of ill or injured children as directed by the supervising nurse educator.
7. Performs clerical functions and ordering of equipment as directed by the supervising nurse educator.
8. Maintains an up-to-date master file of student health emergency information.
9. Sends notices/referrals to parents, tabulates returns, and follows up on non-responses, as directed by the supervising nurse educator.
10. Maintains status checks on all immunization and physical exam data (i.e. Massachusetts Immunization Information System - MIIS) as appropriate.
11. Assists with screening and enrollment/medical registration of all incoming students.
12. Manage district-wide potassium iodide (KI) program and fluoride mouth rinse (FMR) program in the elementary schools.
13. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.)
14. Performs such other duties or tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *Varied based on student and district need; school calendar year*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel.*

SALARY: *Per current EAPC paraeducator contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

PLYMOUTH SCHOOL COMMITTEE:

Information: December 18, 2017

Discussion: December 18, 2017

Approved: December 18, 2017