

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE:   **CERTIFIED NURSING ASSISTANT (CNA)**

SUPERVISOR:       District Nurse and Principal

PAYMENT RATE:    According to Educational Support Staff Salary Schedule

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Current Kansas Board of Nursing certificate for Certified Nurse Aide
3. Must have current certification in First Aid and CPR.
4. Must have knowledge and ability to use office machines and health equipment as required.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Assist District School Nurse with evaluating and caring for injuries (providing basic first aid until parents decide appropriate action), contact parents and/or doctor according to health policies, document all actions taken in the health room and make appropriate reports as directed by the District School Nurse to remain in compliance.
2. Assist District School Nurse to maintain school health record, document screening results, referral status, immunization record and health assessment to ensure all activities conform to state and district guidelines.
3. Assist District School Nurse with auditing immunization records and notify parents of need to update immunizations and assist with monthly and state reports and to keep health records for the purpose of ensuring accuracy and compliance with regulations set by the State.
4. Assist District School Nurse with making inquiries to staff concerning the need for periodic student assessments and screenings; vision, hearing, etc. to meet the needs of students.
5. Assist District School Nurse with notification of parents of the need for medical referrals and follow up on them so that all students receive the proper care.
6. Reschedule and assist District School Nurse with students who do not pass initial screening and at the request of parents or teachers for the purpose of ensuring that all students receive the proper care.
7. Assist with monitoring Blood Borne Pathogen procedures and assist District School Nurse with training personnel to meet OSHA standards, monitor communicable diseases, and inform teachers and parents of procedures to ensure the safety of staff and students.

8. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration to remain in compliance.
9. Ensure health room has first aide and health supplies and inform District School Nurse monthly of any needed supplies; check AED monthly and working order of equipment and request repairs as needed to support district staff.
10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Must occasionally work in a noisy crowded, environment with numerous interruptions.
2. May be required to wear protective garments and/or gloves for exposure control under limited circumstances.
3. Ability to move, lift, pull or push heavy objects.

**TERMS OF EMPLOYMENT:**

1. At will
2. Up to a 40 hour work week.
3. Reports to school 15-30 minutes before school begins and stays 15-30 minutes after school ends. Do not leave the building without administrative permission.

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008