

SCHOOL NURSE ASSISTANT

Location: Waverly Central School District
Classification: Competitive
Salary: Varies by location
Adopted: Adopted 05 /12, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting a Registered Professional Nurse at the health office in a school building. An incumbent in this class will provide First Aid services to students and school employees, assist with routine health assessments, and maintain student health records. The work is performed under general supervision of a Registered Professional Nurse with leeway provided for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Administers Emergency Medical Care to sick or injured students and to school employees;
- Assists self-directed students by dispensing medications, reading and verifying insulin pump display screens, or checking mathematical calculations;
- Performs routine head lice examinations;
- Maintains student health records either by hand or by use of a computer;
- Performs clerical duties such as filing, typing, copying, faxing, answering telephone and scheduling appointments;
- Maintains a daily log of students visiting the health office;
- Performs routine disinfecting of the health office;
- Maintains inventory of office supplies and prepares appropriate purchase orders;
- As needed, may assist in the monitoring of students within class rooms or during times of arrival and dismissal in the absence of other school staff;
- Attends school meetings as required;
- May check urine specimens.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Standard First Aid techniques; good knowledge of office terminology, practices and procedures; skill in administration of Emergency Medical Care; ability to deal effectively with school aged children; ability to maintain student health records; ability to perform necessary routine medical screening tests; ability to follow written and oral instructions; ability to communicate effectively with others; ability to respond positively to distressing human situations; ability to operate various office equipment (i.e. computers, phone system, copiers); willingness to be exposed to disagreeable conditions such as offensive sights, odors, blood, etc.; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND current certification in American Red Cross Standard First Aid and Community CPR.