ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Nurse’s Assistant

QUALIFICATIONS
1. High school diploma.
2. CPR certification and first aid training.
3. Proficient computer skills.
4. Ability to follow verbal and written instructions.
5. Ability to maintain confidentiality.
6. Ability to work well with staff, parents, and students.

REPORTS TO School Nurse and Building Principals

JOB GOAL To function in an assistant's role to the registered professional nurse in the provision of student care activities as delegated by and under the supervision of the registered professional nurse.

PERFORMANCE RESPONSIBILITIES
1. Certifies and delivers medications.
2. Administers GU feedings, measures height and weight, screens for vision problems, administers first aid care, inspects for head lice, cares for the ill student, and documents student care and/or procedures as directed by nurse.
3. Maintains student records.
4. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implements.
5. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999