

JOB DESCRIPTION

TITLE

Clinic Assistant

PRIMARY FUNCTION

Assists the school nurse in the implementation of the school's student health services program.

MINIMUM QUALIFICATIONS

- High School graduate or GED required
- Must have an active Basic Life Support BLS CPR/AED for Healthcare providers
- Certification with hands-on training and current and in good standing as a Licensed Practical Nurse in the Commonwealth of Virginia or current certification as a Certified Nurse Assistant (CNA).
- Possession of a valid driver's license required.
- Knowledge of universal procedures for communicable diseases and blood-borne pathogens.
- Must possess the ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to work independently with minimum supervision performing a variety of complex and routine tasks.
- Ability to type accurately and at a reasonable rate of speed; proficiency with Microsoft Office.
- A comparable amount of training and experience may be substituted for the minimum experiences.

REPORTS TO

Principal or Designee

PERFORMANCE RESPONSIBILITIES

- Ensure compliance with procedures, protocols, and other instructions provided by the school nurse or contained in division manuals and protocols.
- Assist the school nurse in providing care and physical screening to students; assess students and implement first aid measures for students as needed.
- Provides minor care and first aid as authorized by the school nurse.
- Assist with medically involved or fragile students as directed by the school nurse.
- Follow procedures for suspected cases of child abuse and neglect.
- At the direction of the principal or school nurse acts as a liaison between the school, home health department professionals, and other community agencies.
- Follow the school nurse's instructional and procedures to assist with the daily operations of the clinic, including maintenance of records and reports (e.g. emergency forms and monthly reports).
- Keeps the school nurse informed as to the urgency of student needs and offers advice at the direction of the school nurse.
- Maintain clinic equipment and assesses the need for consumable supplies on an annual basis.
- Administer care for students as directed and contacts parents as appropriate.
- Assists with medications only when directed by the school nurse.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.

- Performs other related duties as assigned.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand and or sit for extended periods of time; exhibit manual dexterity to operate a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school clinic environment.

TERMS OF EMPLOYMENT

186 days – Ten Months - Salary according to School Board Pay Plan.

EVALUATION

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time