



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Health Associate	Department: Health Services
Immediate Supervisor's Position Title: Health Services Coordinator	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Health Services Coordinator, and/or the guidance of the Building Principal, the Health Associate is responsible for providing skilled nursing services, nursing treatments, health education, evaluation, health screening services, medication administration, and the maintenance of health records within the building of assignment in accordance with district and department policies and procedures.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides nursing services and participates in assessments and evaluations of student health care needs as directed by the Health Services Coordinator.
 - a) Determines student health needs, complaints and symptoms.
 - b) Assists in the performance of nursing evaluation techniques to determine health signs, symptoms and complaints (e.g. takes blood pressure, pulse, temperatures, respirations, neurological checks, monitors for signs of medication side effects, etc.) under the direction and guidance of the Health Services Coordinator.
 - c) Practices skilled nursing care in accordance with the Minnesota Nurse Practice Act, school policy, nursing standards, nursing procedures, state and local mandates.
- Provides nursing care and skilled nursing services in accordance with student needs and/or individualized health care plans.
 - a) Provides emergency first aid and medical care.
 - b) Administers medication, as prescribed.
 - c) Performs allergy, asthma (e.g., nebulizers, inhalers), seizure and anaphylactic treatments.
 - d) Performs diabetic monitoring and injections.
 - e) Provides wound care and dressing changes.
 - f) Provides other skilled nursing functions as needed (e.g., catheterizations, tube feedings).
- Performs scoliosis screenings and vision and hearing screening follow-up testing.
- Provides assistance to parents/guardians and medical providers during the ADD/ADHD student screening process.
- Participates in documenting and maintaining health medical records to ensure compliance with state and local mandates including immunizations, incident reports, physical exams, screenings, and medical conditions. Compiles and summarizes data for statistical reports. Documents all health service visits and emergencies.
- Provides health educational services within the building in the areas of hand washing, hygiene and other areas. Provides education, staff training and information to staff concerning health concerns, blood borne pathogens, medication reactions, seizures, and other health issues. Answers and addresses concerns of parents with respect to student health care issues.

- Maintains the health services office.
 - a) Manages health services supplies for the building.
 - b) Cleans, organizes and maintains the health room.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings as required.
 - c) Keeps abreast of changing developments, trends, and health technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis: Nursing
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Proper procedures for medication administration; • Knowledge of relevant health laws, guidelines and rules pertaining to student health care and nursing care services; • Knowledge of district administrative rules and procedures pertaining to health care services and operations; • Principles, practices and trends in nursing, health care, and child development and growth issues; • First Aid and CPR; • Emergency seizure, diabetic and anaphylactic plans and asthma treatments; • Recognize medication interactions, side effects, and reasonable dosage; • Immunization laws required by State; • School computer system.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of one (1) year skilled nursing experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Licensure as a Licensed Practical Nurse.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Conducting health education services for staff, students, and parents; • Delivering and conducting skilled nursing treatments, first aid and emergency health services; • Conducting hearing and vision and scoliosis screenings; • School nursing practices which may include, administering medications, taking temperature, checking pulse and respiration, and monitoring blood pressure; • Administering of CPR and first aid; • Observing and communicating student health concerns; • Preparing and maintaining health records and statistical information; • Reading and understanding medical terminology; • Using computers and related software applications; • Making decisions in accordance with established practices and school policies; • Managing time and setting priorities.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.