

## Paraeducator - Health

### Purpose Statement

The job of Paraeducator - Health is done for the purpose of providing support to the school site operations with specific responsibilities for administering first aid and dispensing prescribed medications to students under the direction of a health care professional; coordinating with other personnel in supporting students; documenting activities in accordance with established guidelines and regulatory requirements; and assisting health care professionals in conducting prescribed health screenings and services.

This job reports to Assigned Supervisor

### Essential Functions

- Administers basic first aid for the purpose of providing appropriate care for injured students and notifying administrator, parents or paramedics as necessary and appropriate.
- Dispenses prescription medication under the direction of a health care professional for the purpose of supporting student health and well-being.
- Maintains student health informational records under the supervision of a school health professional (e.g. prescription dispensing log, etc.) for the purpose of complying with established procedures and providing information required by regulatory requirements.
- Monitors students referred to the health room for the purpose of ensuring their safety and referring to a health professional for review and services.
- Refers students, under the direction of a licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services.
- Attends meetings as assigned for the purpose of gathering information required to perform functions.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid and prescribed medications; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; health standards and hazards; office application software; record keeping and record retention practices; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: demonstrating accuracy and attention to detail; adapting to changing work priorities; displaying tact and courtesy; maintaining confidentiality; setting priorities; working as part of a team; working with detailed information; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** One year of health aide and clerical or office experience.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

NCLB Compliance/Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range C

**Revised Date**