

## **SCHOOL NURSE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assisting the school nurse practitioner at the health office in a school building. The incumbent will provide First Aid services to students and school employees, conduct routine medical screening tests prior to physical examinations and maintain student health records. The work is performed under the supervision of the school nurse practitioner with leeway provided for the exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Administers Emergency Medical Care to sick or injured students and to school employees;  
Conducts height/weight measurements and vision/hearing screenings prior to physical examinations and maintains paperwork for same;  
Checks urine specimens;  
Performs clerical duties such as filing, typing, copying, faxing, answering the telephone and scheduling appointments;  
Maintains inventory of office supplies, medical supplies, and prepares the appropriate purchase orders;  
Maintains student health records;  
Processes accident reports on all school accidents and forwards to the district office;  
Maintains a daily log of students visiting the health office;  
Performs washing, drying, and folding of bed linens;  
Performs head lice examinations;  
Performs routine disinfecting of the health office;  
Attends school meetings as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Standard First Aid techniques;  
Good knowledge of office terminology, practices and procedures;  
Skill in the 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;  
Willingness to be exposed to disagreeable conditions such as offensive sights, odors, blood, etc.;  
Good judgement;  
Courtesy;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:**

Certification in American Red Cross Standard First Aid and Community CPR during the probationary period.