



Office of Talent

TITLE: Health Associate, Special Education

DEPARTMENT: Office of Schools and Learning

REPORTS TO: Senior Leadership

RECEIVES GUIDANCE FROM: Superintendent, Director of Finance, and Nurses

BASIC FUNCTION (BF1): Assist school nurse in providing health care programs for students and staff. Maintain a high level of confidentiality in dealing with medical records and individual health needs. Be willing to obtain required certification and training as requested by the school district.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission
2. Exhibits essential dispositions and ownership of the district vision
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-15):

Demonstrated Experience or Willingness to Acquire Skills

1. Provide basic healthcare needs to students in case of injury or acute illness.
2. Provide first aid and emergency health care, as needed.
3. Dispense medications as prescribed and according to District policy; document all medications coming in and going out to the office.
4. Use standard universal precautions.
5. Receive directions of duties and delegated tasks from nurse and other supervisors as appropriate.
6. Assist nurse with special education and Medicaid documentation, auditing, and collection processes.
7. Check records to know which students need medical intervention. Ensure staff is aware of health concerns for specific students or any changes in medical history or concerns, as needed. Assist in filing health information and transferring health records to front of house staff or building, as needed.

8. Check immunization records on current and incoming students as required, ensure information is up to date and accurate to meet state auditing requirements.
9. Communicate with nurse, faculty, and parents appropriately, as needed.
10. Collaborate with IEP and general education teams to implement appropriate health plans as needed.
11. Maintain health log tracking of student activity.
12. Keep the health office and classrooms stocked with necessary supplies.
13. Assist nurse with conducting vision and hearing screenings.
14. Field phone calls pertaining to student health problems. Relay messages as needed.
15. Maintain confidential records. Confidentiality of all medical information is mandatory.
16. Enter health office data into the district's Student Management computer system.
17. Maintain a clean, sanitary, orderly, and safe environment.
18. Regular and reliable attendance.
19. Stay current in certifications and training needed to perform duties.
20. Represent Charles City Community Schools effectively in the community, state, and nation.

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-2):

Required:

1. High school diploma.
2. Training in CPR, first aid, and administration of medication or the willingness to obtain

Desired:

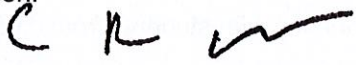
1. Certified Nurse Aide (CNA) or Licensed Practical Nurse (LPN)
2. Experience working in a culturally diverse setting

POSITION INVENTORY: Certified

FLSA STATUS: Exempt

FT/PT: FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



_____ * Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: **07-25-2022**

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein