

Thomas MacLaren School  
JOB DESCRIPTION

This document was  
last reviewed on  
December 13, 2017

**Job Title:** Health Paraprofessional

**Reports To:** Office Manager

**Supervisory:** \_\_\_\_\_ EMPLOYEES    \_\_\_\_\_ CONTRACT WKRS  
**Eligible for Overtime:** Yes (yes or no)    **Pay Type:** \_\_\_\_\_ SALARIED  
If no: \_\_\_\_\_ PROFESSIONAL    \_\_\_\_\_ EXECUTIVE    \_\_\_\_\_ X HOURLY  
   \_\_\_\_\_ ADMINISTRATIVE    \_\_\_\_\_ OTHER

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**General Purpose:** To assist the nurse with the health needs of the students.

**Essential Duties and Responsibilities:**

- Triage injuries, administer minor first aid, evaluate head injuries, and assess illness and hydration needs
- Document incidents that occur at school
- Communicate with nurse, parents, deans, mental health counselor, and front desk staff
- Accept and administer medication during the school day
- Monitor and manage health supplies inventory and submit purchase requests
- Keep infirmary clean and organized
- Assist nurse with immunization compliance and health screenings
- Maintain confidentiality

**Qualifications:**

**Required knowledge, skills, and abilities:**

CPR, AED, First Aid, and Universal Precautions Certification

Medication Administration Training and Delegation

Ability to learn Student Information System

Eagerness to work with students of all ages (K-12) and their families

Strong interpersonal, organizational, and communication skills

Eagerness to be part of the administrative team for Thomas MacLaren School

**Education:** High school diploma or better; medical training (CNA, etc., preferred)

**Experience:** Two or more years' experience; experience working in schools with students and families preferred

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Physical Requirements of this position include:**

<b>WORKING ENVIRONMENT:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE	x		
DRIVING		x	
WALKING/Uneven Surfaces	x		
WORKING ALONE		x	
WORK WITH OTHERS			x
<b>MOVING HEAVY ITEMS:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local		x	
National	x		
<b>OPERATING MACHINERY:</b>			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

**I have read this job description and understand that it may change at the Executive Director's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date