

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
JOB DESCRIPTION**

**PARAEDUCATOR– HEALTH ROOM**

**JOB SUMMARY:** Under the supervision of the building administrator, provide a variety of functions including student health appraisal, assistance in the care of ill or injured students, basic first aid care for students in the district and clerical support for the school nurse. Within this general framework, specific assignments will vary.

**ESSENTIAL JOB FUNCTIONS:**

- Provide basic first aid care to students in the district.
- Provide individualized care for special needs students as trained and directed by the school nurse.
- Administer medications to students in an accurate and timely manner according to physician/parent authorization, with training and direction from the school nurse.
- Maintain an accurate record of all students served in the health room.
- Assist with the annual compilation and maintenance of a list of student health concerns indicated on emergency cards.
- Maintain a current health card inventory of all students in the building.
- Assist the school nurse with annual health screening procedures for all mandated grade levels.
- Assist with clerical duties within the health room.
- Maintain health room supplies and notify the school nurse for necessary ordering.
- Maintain confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the building administrator.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:**

- Completion of Paraeducator Competencies.
- High school diploma or equivalent.
- College or other in-service training preferred.
- Valid first aid/CPR card.

**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Knowledge of methods and practices of first aid and routine emergency treatment and equipment.
- Knowledge of individual building emergency and school health procedures.
- Knowledge of policies and procedures pertaining to student health services.
- Knowledge of record management storage and retrieval systems and procedures.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.
- Demonstrated patient, understanding and receptive attitude toward students of varied age groups.
- Ability to establish and maintain cooperative working relationships with children and adults.
- Demonstrated competence in the use of computers and computer programs

**PHYSICAL DEMANDS:**

- Persons performing service in this classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of this job.

Revised 3/16/2016