

Nurse Associate (Para-Health Associate)

Treynor Community School District is seeking candidates to fill the position of
Nurse Associate (Para-Health Associate).

Direct Questions To: Dr. Joel Beyenhof, Superintendent
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Position Overview

- **TITLE:** Nurse Associate (Para-Health Associate)
- **REPORTS TO:** Building Principal or School Nurse
- **JOB GOAL:** To provide the fullest possible education opportunity for each student by minimizing absence due to illnesses and to create a climate of health and well-being in the Treynor Community School District.
- **FLSA STATUS:** Non-Exempt
- **EMPLOYMENT TYPE:** Full Time, Hourly

Qualifications

- **Health Certification:** RN, LPN, Para-Health, etc.
- **Current CPR Certification.**
- **Valid Iowa Driver's License.**
- **Student Focus:** Demonstrated interest in working with students.
- **Adaptability & Collaboration:** Ability to take specific directions from staff, maintain an open mind, and demonstrate a willingness to learn new techniques working with students.
- **Interpersonal Skills:** Caring and patient disposition, a sense of humor, and a non-judgmental attitude.
- **Ethical Standards:** Ability to keep confidentiality a top priority.

Performance Responsibilities & Essential Functions

Health & Medical Care

- Renders first aid to and/or obtains emergency assistance for sick and/or injured students.
- Maintains accurate, up-to-date health records on all students.
- Monitors and participates in the implementation of Individual Health Plans for all students with physical disabilities, keeping necessary school personnel informed.
- Administers medication and provides other health services to assigned student(s).
- Keeps abreast of appropriate techniques for student care.
- Performs required tasks to ensure compliance with Bloodborne Pathogen, suicide prevention, and trauma care guidelines.

- Provides input on the modification of educational programs (e.g., IEP, 504) to meet health needs for individual students.
- Oversees and maintains confidentiality of student medical information.
- Consults with administration, parent/guardian, and school personnel to keep the school district informed about pertinent health problems and needs of students.

Support & Supervision

- Supervises student(s) and their learning as requested by the special education and/or classroom teacher.
- Helps students master equipment or instructional materials assigned by the teacher and/or part of a health plan.
- Alerts the teacher to any problem or special information about an individual student.

Professional & Administrative Duties

- Demonstrates organization and professionalism in fulfilling the responsibilities of the job.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in professional learning training, as assigned.
- Knows and follows emergency procedures for the building and classrooms in the assigned building.
- Performs other job-related duties as assigned.

Physical Requirements

- **Lifting & Force:** Ability to exert up to 50 pounds or more of force occasionally and/or up to 20 pounds or more of force as frequently as needed to move objects.
- **Stationary Position:** Ability to sit in one position for a prolonged period of time.
- **Screen Time:** Ability to view computer screens or other monitoring devices for prolonged periods.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job unless restricted by a negotiated contract.

Working Conditions

- The work environment characteristics described here are representative of those

an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment & Evaluation

- **Days of Service:** Days of service as specified in contract language.
- **Salary:** Hourly wages subject to experience, certification, and other applicable information
- **Personnel File:** A signed copy of this job description should be placed in the employee's personnel file.
- **Evaluation:** Performance of this job will be evaluated per contract language and/or in accordance with provisions of the board's policy or as needed.