

Health Para

Status: Non-exempt hourly, Part-Time (8 hours/week)

Calendar: Academic Year

Overall Objectives

Provides first aid and comfort to injured students and health record keeping duties.

Principal Roles & Responsibilities

Health Office Support

- Provides immediate first aid and comfort to injured students.
- Provides care to students who become ill or have health concerns during the school day.
- Maintains documentation of immunizations and other health issues as part of the health records.
- Administers medications and provide routine nursing care for students according to physician's orders & parent/guardian requests under the delegation of the Licensed School Nurse.
- Maintains and orders health office supplies.
- Assists with vision and hearing screening.

Communication

- Contacts parents by phone or email regarding student health issues.
- Works with classroom teachers to address student health concerns and first aid procedures, and prepares basic first aid supplies for field trips.
- Coordinates and communicates with the Licensed School Nurse and the other Health Para to ensure continuous coverage and smooth operation of the health office.

Professional Conduct

- Must model and encourage all behavior outlined by Board approved Professional Conduct Policy.
- Maintains a professional image; completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals; requiring minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive health office environment for all students.
- Demonstrates a commitment to the organization.

Recommended Qualifications

Individual must be certified in CPR, trained in first aid, and have a completed a paraprofessional training through a technical college system or equivalent. Ideal candidate has previous experience working in a Charter School setting with students in Grades KG – 8.

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.

Salary: Competitive hourly rate

Start Date: August 17, 2016

To Apply: Send cover letter, resume, and Application for Employment to HR@yinghuaacademy.org