

Health Paraprofessional (2025-26 Academic Year)

Status: Non-Exempt, Full-Time

Calendar: Academic Year

Hours: 7:45am – 4:15pm

Overall Objectives

The Health Paraprofessional follows Yinghua Academy's mission, core values, and principles and provides delegated health services and support in order to promote the health and well-being of students so they can be successful learners.

Principal Roles & Responsibilities

Health Services Support

- Performs routine first aid care to students and staff with injuries and illness and conducts standardized first aid follow-up procedures.
- Maintains and updates health office records, including medication logs, daily visit logs, student health records, and student immunization records.
- Under the direction of the LSN, provides cares to students with chronic medical conditions, including administering medication.
- Performs emergency first aid care to students and staff with injuries and illnesses.
- Assists in organizing the Health Screening program, including coordinating the use of volunteers, scheduling screening, records results, and preparing annual screening report.
- Understands and implements OSHA regulations regarding universal precautions for blood borne pathogens and implements safe practice.
- Other duties as assigned.

Communication

- Brings issues promptly to the attention of the direct supervisor (Student Development and Family Liaison) and the administration.
- Responds to inquiries in a timely manner.
- Reads all school communication and actively participates in team and all staff meetings.

Program Compliance

- Maintains accurate records and proper documentation.
- Maintains working knowledge of related school policies in addition to the protocols in the Student and Family Handbook.
- Attends all required safety and health training.
- Abides by all school policies, procedures, and protocols.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Carries out responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

Education and Experience

- High School diploma required; Bachelor's degree in related fields preferred
- Current Red Cross First Aid and CPR certification
- Experience working in a clinical setting is preferred
- Experience working with children required, preferably in a K-8 school environment
- Bi-lingual in Mandarin Chinese and English preferred, but not required
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications)

Competencies

- Ability to maintain confidentiality as outlined in data privacy laws
- Leadership and management skills
- Strong communication skills orally and in writing
- Organized and attention to detail
- Ability to work autonomously and multi-task
- Problem solving, planning, and execution skills
- Reliability; willingness to go above and beyond when necessary to reach goals

Employment Requirements

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

Starting Salary

\$20/hr - \$22/hr DOQ

Benefits:

We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date

August 12, 2025

To apply

Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

Yinghua Academy is an Equal Opportunity Employer