



Certified Nursing Assistant (CNA)

FLSA Status:
Non Exempt

Education:
High school graduate or
equivalency certificate

Certification and Licenses:
CNA Certification
First Aid and CPR training

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:
Range 7

Reports to

Lead RN, Building Administrator

Terms of Employment

177 days, with benefits according to Board policy

Purpose Statement

The job of CNA is done for the purpose(s) of providing support to the educational program by assisting in providing health services to students; following educational, health care plan/services and maintaining accurate health files and documentation.

Essential Job Functions

- Provides basic first aid for illness and injury according to written school policy and procedures
- Monitors student immunizations as required by law
- Performs initial screening procedures for vision, hearing, and height and weight measurements
- Maintains health records to include health room visits and screening data
- Administers medications with appropriate training
- Takes and records accurate temperature, pulse, respiration, blood pressure and other symptoms presented by the student
- Maintains health office and equipment
- Consistent and regular attendance is an essential function of this position.
- Uses time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Participates in monthly meetings with health services personnel
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting
- Adheres to all district rules, regulations, and policies
- Adheres to good safety practices

- All other duties as required or assigned

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities when working with high risk youth; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse students; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

Conditions and Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.