

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT, Certified Nursing

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's Degree in a related field, one year of health care experience, and computer experience preferred.
- Certification in cardio-pulmonary resuscitation (CPR) and First Aid.
- Current certification as a nursing assistant (C.N.A.)

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to maintain CPR and First Aid Certification, medication administration, and student specific training.
- Skill in reading and applying information from medical documents.
- Ability to work independently within the guidelines of policy and procedure using discretion and good judgment.
- Ability to relate to children, parents, and educational personnel, while maintaining confidentiality.
- Ability to establish and maintain effective communication, both orally and in writing, with school administrators, District office personnel, faculty, staff, parents, and students.
- Ability to provide a supportive atmosphere for students and staff while assuring appropriate health needs.

#### SUPERVISION

**REPORTS TO** Health Services Coordinator and/or Designee  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To maximize health and well-being by providing care for students requiring practical nursing skills in Seminole County Public Schools.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Work under the direction of the professional registered nurse.
2. \*Assist in the planning of health care for special needs students.
3. \*Perform individual or group health related procedures following measures designed to maintain the health and well-being of students during school hours. These tasks may include documented training of the ability to perform procedures such as catheterizing, gastric tube feeding, monitoring vital signs, oxygen administration, specimen collection, health monitoring and observation, health care treatment and procedures, interventions for chronic health conditions, grooming, diaper changing, and assisting students in and out of therapy equipment. These personal health care tasks will be under the direction of a registered nurse and physical therapist.
4. \*Consult with students, school staff, parents, and the School Board Nurse assigned to the school concerning individual health problems and solutions.
5. \*Implement student specific nursing measures to perform medical treatments/procedures for students.
6. \*Manage, independently, all materials, paperwork, and equipment required for completion of medical tasks to include lifting medical supplies and medical instruments.
7. \*Maintain accurate health records for students including requested documentation of specialized student procedures in accordance with guidelines of the Medicaid School Match Program, SCPS Student Health Services Manual, and/or other School Board procedure manuals.
8. \*Maintain current CPR and First Aid certification.
9. \*Ride the school bus, when necessary, to provide nursing care at the request of SCPS.
10. \*Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts, and/or other positioning equipment.

## ASSISTANT, Certified Nursing, Page 2

11. \*Assist students with activities of daily living.
12. \*Adhere to all policies and procedures of the District.
13. Perform other duties as assigned by the Health Services Coordinator and/or Designee.

\*Denotes essential job function/ADA

### EQUIPMENT / MATERIALS

Wheelchairs, safety harnesses, augmentative devices, walkers, strollers, lifts, mats, positioning tables and medical equipment.

### PHYSICAL REQUIREMENTS

**Very Heavy Work** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**C-A3-188 \$17,202 - \$30,549**

District Salary Schedule  
Months 10  
Annual Days 188 (T1)  
Weekly Hours 37.5  
Annual Hours 1410  
Job Code 2073

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 50  
Function Vary  
Survey Code 61325

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**June 27, 2017**

ADA Information Provided by Michelle Walsh  
Position Description Prepared by Michelle Walsh

**C-A2-188 \$16,213 - \$28,796**

District Salary Schedule  
Months 10  
Annual Days 188 (NT1)  
Weekly Hours 37.5  
Annual Hours 1410  
Job Code 2074