

School Health Assistant I

Position Details

Class Code: 0092

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Provides health services under the direction of a licensed nurse in a school setting. Provides basic First Aid and delegated nursing services for patients' safety, comfort, personal hygiene, basic mental health, and protection; responsible for protecting patients' rights.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Renders basic First Aid and emergency care to students for illnesses, injuries, and life-threatening situations.
2. Informs parents/guardians of student illnesses and injuries according to *First Aid and Emergency Guidelines for School Staff*.
3. Initiates First Aid and/or Cardiopulmonary Resuscitation (CPR) to save lives; uses an Automated External Defibrillator (AED) as indicated.
4. Activates 9-1-1 to mobilize first responders (police, fire, and/or ambulance) in life-threatening emergencies.
5. Assists in administering scheduled and as needed medications.
6. Assists in administering emergency medications such as Clark County School District (CCSD)-supplied epinephrine and naloxone. Includes other emergency medications prescribed for individual students (as trained and delegated by the School Nurse) according to licensed healthcare providers' orders and CCSD or

- Health Services (HS) policies/procedures.
7. Performs specialized procedures as trained and delegated by the School Nurse, including diabetic glucose monitoring, carbohydrate counting, insulin dosage calculation, small-volume nebulizer treatment, urinary catheterization, etc.
 8. Assists in state-mandated vision, hearing, height, weight, and dental screenings.
 9. Monitors student health/safety during assigned period(s) in school environments (sick/well rooms, assemblies, athletic areas/fields, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, bus transports, etc.) which may include physical activities (running after student(s) to prevent them from harming themselves or others.)
 10. Serves as the school-based health and safety designee; reports unsafe conditions to site administration.
 11. Assists with health office infection control practices; maintains cleanliness, supplies, and equipment of sick/well rooms.
 12. Stocks and reorders First Aid supplies (band-aids, tongue depressors, etc.); assists in maintaining First Aid kit/supplies, trauma kit, and evacuation cart/system under direction of the School Nurse.
 13. Maintains confidentiality of student medical records and health information.
 14. Prepares, organizes, and maintains accurate health records/reports on CCSD and HS forms, and in appropriate office notebooks according to HS policies/procedures.
 15. Reviews, records students' medical and health information in the student information system and electronic medical records database.
 16. Tracks and reports blood borne pathogen exposure incidents to School Nurse and site administrator.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting students with special healthcare needs; performs specific health-related procedures safely and effectively.

Knowledge, Skills, and Abilities (Position Expectations)

1. Demonstrate knowledge to include:
 - a. Basic understanding of body systems/functions

- b. Identify stages of childhood growth/development
 - c. Define common medical terms/abbreviations
 - d. Mandatory abuse/neglect reporting
 - e. Accurate recording/reporting in electronic medical record and other databases, forms, and notebooks
 - f. Safety/infection control practices compliant with CCSD and HS guidelines.
2. Demonstrate competence and proficiency in:
- a. Health office admission/discharge procedures
 - b. Safety/infection control practices
 - c. Personal care procedures
 - d. Vital signs
 - e. Exercise/activity
 - f. Healthy nutritional support (feeding)
 - g. Elimination
 - h. Caring for students with special needs and cognitive impairments
 - i. Safe medication administration practices
 - j. Basic First Aid and emergency response according to CCSD regulations, procedures, and publications
 - k. CPR/AED
 - l. Using appropriate personal protective equipment (PPE) to prevent exposure to communicable diseases; includes gowns, gloves, surgical masks, face shields, goggles, and N95 respirators
 - m. Performing specialized procedures, as delegated
3. Ability to demonstrate consistent professional performance in the following ways:
- a. Customer service excellence
 - b. Ability to read, write, speak, and understand English
 - c. Communicates professionally with students, families, staff, administrators, and the public
 - d. Successfully completes medication assistance training and associated proficiency test annually
 - e. Completes HS orientation, ongoing education, and skills trainings
 - f. Completes all CCSD-required professional learning
 - g. Complies with privacy/confidentiality laws
 - h. Demonstrates professional work ethic
 - i. Adheres to HS policies/procedures
4. Ability to be qualified by a School Nurse, as outlined in Nevada Administrative Code (NAC) 632.226, as a person whom the School Nurse has determined has acquired and/or maintained knowledge, skills, and ability to assist students with

- special healthcare needs or perform specific health-related procedures in a safe and effective manner.
5. Ability to interpret health and safety standards.
 6. Ability to recognize and report hazards and apply safe work methods.
 7. Ability to identify and prioritize health-related incidents.
 8. Ability to learn, explain, and perform health-related procedures.
 9. Ability to learn/apply laws, rules, and regulations regarding health activities.
 10. Ability to maintain security of confidential information.
 11. Ability to use computers and learn health office-related software.
 12. Ability to judge when to act independently and when to refer medical situations to a School Nurse/administrator.
 13. Ability to work cooperatively with employees, students, parents/guardians, and other medical personnel.
 14. Ability to acquire medical clearance to be fit-tested to wear an N95 respirator for care of students with suspected communicable diseases.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Successful completion of one of the following three program options:
 - a. College of Southern Nevada School Health Assistant (SHA) Training Program; or,
 - b. Certified Nursing Assistant (CNA) Program from an accredited health sciences vocational program or an accredited college or university; or,
 - c. Medical Assistant (MA) Program (Certified [CMA] or Registered [RMA]) from an approved or accredited vocational program or college.
3. Must have evidence of current work experience as a CNA, CMA, RMA, RN or LPN within the last five (5) years; or,
The initial certification/licensure must have been obtained within the last 6 months.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.

2. Copy of current driving history (must be dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current CPR/AED certification from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. Blended learning courses may be accepted as long as includes an in person hands-on component. A copy of the front and back of the certification must be uploaded into the application; or,
5. Current Basic Life Support (BLS) for Healthcare Workers course administered by the American Heart Association or equivalent. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the BLS certification must be uploaded into the application.
6. Current First Aid certification from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid certification must be uploaded into the application.
7. Verification of one of the following:
 - a. SHA certificate from the College of Southern Nevada (CSN), or;
 - b. CNA certificate; CNA certification through successful completion of state examination and must be verified online through the Nevada State Board of Nursing; or,
 - c. CMA or RMA certificate through successful completion of a national examination; CMA certification must be verified online through the American Association of Medical Assistants (AAMA). RMA certification must be verified online through the American Medical Technologists (AMT); or,
 - d. Hold a valid license as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) from the Nevada State Board of Nursing.
8. Possess one of the following certification/registration credentials or Nevada licensure:

- a. SHA certificate from the College of Southern Nevada; or,
- b. CNA certification through successful completion of state examination from the Nevada State Board of Nursing; or,
- c. CMA or RMA certification through successful completion of a national examination; or,
- d. A valid license as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) from the Nevada State Board of Nursing.

NOTE: Individuals in this position do not work within the scope of practice for a CNA, CMA, RMA, RN, or LPN, regardless of licensure status. However, CNA, CMA, RMA, certificates and RN, LPN licenses do meet position requirements as outlined above.

Preferred Qualifications

- 1. Acute, subacute, or home healthcare experience working as a medical assistant or CNA.
- 2. Experience working with school-aged children.
- 3. Experience assisting children with special healthcare needs and health-related procedures in a safe and effective manner.
- 4. Experience working with children who have significant disabilities in a variety of settings.
- 5. Clerical experience (e.g., records/files/data management, keyboarding, and/or typing).

Document(s) Required at Time of Application

- 1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
- 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
- 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
- 4. Safe driving record.
- 5. Current CPR/AED or BLS certification. A copy of the front and back of the certification must be uploaded into the application.
- 6. Current First Aid certification. A copy of the front and back of the First Aid certification must be uploaded into the application.
- 7. One of the following:
 - Proof of CSN SHA program completion certificate.
 - Proof of approved MA and active CMA or RMA certificate, as described above.

- Proof of CNA active certificate as described above, RN or LPN licensure in Nevada, and recent CNA, CMA, RMA, RN, or LPN experience, within the last five (5) years or initial certification/licensure obtained within the last 6 months.
8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools – work in health offices, playgrounds, cafeterias, classrooms, locker rooms, sick/well rooms, school buses, etc. May include travel between schools.

Work Environment

Strength

Sedentary/heavy – exert force of 10-100 lbs., occasionally; frequently; constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, jogging, running, reaching, handling, and repetitive fine motor activities. Ability to wear an N95 Respirator Mask and other PPE. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to outside weather, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform

Tasks

Stethoscope, blood pressure cuff, pulse oximetry, thermometer, First Aid supplies (splints, tourniquets, bandages), ostomy bags, urinary catheters and other drainage tubes, glucose monitoring supplies, Insta-Lines (vision screening), audiometers (hearing screening), PPE, computers, printers, telephones, copiers, two-way radios, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/03/24
- Created: 01/26/22