

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CERTIFIED NURSING ASSISTANT**

**QUALIFICATIONS:**

- (1) High School Diploma or GED.
- (2) Nursing Assistant with valid state license (CNA).
- (3) First Aid and CPR training (within 90 days of employment).
- (4) Experience with children preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good communication skills needed. Basic knowledge of first aid. Ability to establish and maintain positive working relationships with staff, and awareness of the varying needs of the students.

**REPORTS TO:**

Principal or Designee

**JOB GOAL**

To assist in the establishment and maintenance of an efficient school health program and an orderly school clinic.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Administer first aid in accordance with established first aid procedures.
- \* (2) Administer and log medication according to established School Board policy.
- (3) Assist with making referrals and follow-up on referrals for health related needs.
- \* (4) Perform health screenings such as height, weight, etc.
- \* (5) Monitor exclusion and re-admission of students in compliance with Board policy on infections and contagious diseases.
- \* (6) Maintain up-to-date cumulative health records on all students.
- (7) Report to Principal, parents, school personnel and other agencies on student health matters as required.
- (8) Participate in in-service training programs.
- (9) Maintain records and perform clerical work.
- \* (10) Interact appropriately with students, school personnel and community.
- (11) Order and maintain supplies.
- \* (12) Keep the health room neat, orderly and clean.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 75 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 1**

**SALARY LOCATOR: Classified Personnel Salary Schedule**