

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Schedule: 34; Row: 18

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: CERTIFIED NURSING ASSISTANT

JOB PURPOSE STATEMENT: Under the direction of the principal and/or district nurse, performs clerical duties involved in the preparation and maintenance of district health records and reports; administers first aid to ill or injured students; assists with health screening and testing. Assists in implementing physician orders.

JOB FUNCTIONS:

- Administer first aid to ill or injured students
- Performs CPR according to established guidelines and procedures
- Contacts appropriate authorities and parents as necessary
- Responds appropriately and effectively in emergency situations
- Assists in vision, hearing, and any other health screening as required
- Follows up on required immunizations through letters, telephone and personal contacts with parents medical professionals
- Keeps District Nurse advised about student's health or physical problems
- Assists District Nurse in corresponding with physician regarding instructions for medication and specialized health care procedures and treatment to be administered at the school
- Prepares and maintains a variety of Health Services records and reports according to established guidelines and procedures; compiles reports as required.
- Maintains confidentiality of student information and records
- Assists District Nurse in maintaining inventory of first aid supplies and ordering supplies as needed

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JOB FUNCTIONS – continued

- Maintains a clean, sanitary and orderly health office
- Performs a variety of clerical duties, including filing, checking and recording information and answering phones
- Knows First Aid and Cardiopulmonary Resuscitation (CPR)
- Attends training to perform First Aid and Cardiopulmonary Resuscitation (CPR), including dealing with blood borne pathogens
- Functions well in a busy office environment
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs basic arithmetic calculations
- Demonstrates organizational skills
- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner

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PHYSICAL ABILITIES - continued

- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Two (2) years of experience in a job related field

Licenses, Certifications, Bonding, and/or Testing:

- CNA Certification
- Standard Red Cross First Aid Certificate
- American Heart CPR Card
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.