

**BARNSTEAD SCHOOL DISTRICT  
School Nurse Assistant**

**TITLE:** School Nurse Assistant

**QUALIFICATIONS:**

- Certificate - RN, MA, Certified LNA
- CPR and First-Aid Certified
- Prior Job Experience - a minimum of two-year's experience in a health setting.

**REPORTS TO:** School Principal/School Nurse

**TERMS OF EMPLOYMENT:**

**EVALUATIONS:** Annual performance evaluation by Nurse and Principal.

**JOB GOAL:**

The Nurse Assistant needs to be available during school hours and while students are on the premises to provide assistance to the School Nurse and to create a climate of good health habits and well-being of the students of Barnstead.

**PERFORMANCE RESPONSIBILITIES:**

- Completes, carries out, and assists in any activities or responsibilities of this position as identified by the School Nurse and within the scope of the Nurse Assistant's training and degree.
- Completes student injury forms necessitated by accidents and/or emergency procedures.
- Cleans work areas (e.g. sinks, counters, cots, etc.).
- Maintains student health records (e.g. prescription dispensing log, accident reports, claim forms, etc.).
- Maintains inventory of office supplies.
- Assists school nurse with vision and hearing screenings.
- Performs record keeping and clerical functions (e.g. data entry of medical alert status, immunization records, withdrawing students, answering calls, copying, faxing, etc.).
- Processes student's new and withdrawal forms.
- Participates in selected health education activities (e.g. bulletin boards, health education materials, etc.).
- Performs related duties as assigned.

First Reading: 02-04-14

Second Reading: 03-03-14

Third/Approved Reading: 03-25-14