

MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

District Health Aide: PART TIME

Full Job Description

Position Overview

The primary goal of the Health Assistant is to aid the School Nurse in caring for student health injuries and/or illnesses in an expedient and safe manner. The Health Assistant will aid the School Nurse in COVID-19 Health and Safety mitigation to ensure that health protocols are followed throughout the school. The Health Assistant works with parents, students, and school medical personnel for the control and prevention of disease and for the development of optimum health of each student. The Health Assistant creates a positive, productive, safe, and respectful environment and fills in to substitute when needed in other areas (classroom, lunch room, recess etc).

Major Duties and Responsibilities (Essential Functions)

- Provides appropriate emergency care of illness or injury to students and staff in accordance with school district policy and procedure, and as directed by the School Nurse.
- Assists in the control of communicable diseases according to procedures.
- Administers oral, inhaled, and topical medications to students as delegated by the School Nurse. Injected medications may be given only in an emergency.
- Consults with School Nurse regarding dosage, schedule for administration, side effects, expected effects, and other pertinent data regarding medication.
- Keeps accurate records of medications brought to the Health Office and records each administration of medication on the individual Student Medication Record.
- Maintains confidentiality of information learned regarding students and their families.
- Notifies School Nurse and building Principal of serious incidents, significant health problems, referrals, and possible child abuse.

Communication/Documentation:

- Channels requests for health-related information and nursing services to the School Nurse.
- Documents each student seen in the Health Office including their chief complaint, treatment, and outcome for each student.
- Assists School Nurse in preparing and maintaining a cumulative health record for each student.
- Documents results of screening and designated health information.

Working with Students with Special Health Needs:

- Helps maintain a current confidential list of students with health conditions.
- Communicates to the School Nurse any need for follow-up of student health problems.
- Assists in adaptations to allow the student to function in the school setting as delegated by the School Nurse.

Meets professional expectations

- Displays a high level of ethics and professionalism in working with students, staff members, and parents, and complies with school, board, and district policies
- Models character to students and displays the highest integrity
- Works collaboratively with other staff members and administration to improve student achievement
- Becomes adept at using PowerSchool to consistently record student health data in a timely manner

- Continues to grow as a professional by attending internal and appropriate external professional development opportunities and meetings
- Demonstrates thoughtful reflection on medical best practice
- Attaches high priority to the safety and welfare of students while on campus
- Uses good judgment in order to advance positive and collegial relationships with staff members
- Completes all duties and responsibilities

Supervision Received

The Health Assistant works under the supervision of the School Nurse and the District Principal.

Qualifications & Skills

Education: Bachelor's (preferred) or Associates Degree / R.N. (preferred). CNA, MA, or other medical certification will be considered.

Experience: Experience working with K-12 students preferred.

Application Procedure

Each applicant is required to complete and submit a resume and three professional references within the last two years to be considered for employment.

All materials submitted should be current and specifically address the qualifications for this position.

Reports To: Superintendent of schools
Salary: 2020 – 2021 – As Per Salary Schedule
Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova
Human Resource Office
Mesa Vista Consolidated Schools
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815
shayna.cordova@mesavista.org

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.