POSITION DESCRIPTION

TITLE: Health Room Paraeducator
LOCATION: Sunset Elementary Principal
REPORTS TO: Elementary
DEPARTMENT: Health Room

SUMMARY STATEMENT:
Under the general supervision of the building Principal, the Health Room Paraeducator is responsible for the supervision of students in the Health Room. As time permits, this Paraeducator will also assist in answering the telephone, greeting the public, and filing.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and parents.
2. Supervise and monitor students in the health room at all times.
3. Provide caring, nurturing support to the students.
4. Assess illness or injury.
5. Take temperatures as necessary.
6. Apply ice as necessary.
7. Apply bandages as necessary.
8. Fill out appropriate forms.
9. Contact parents when necessary.

OTHER RESPONSIBILITIES:
1. Greet and assist all persons who enter the building in a positive manner as required.
2. Assist in answering the telephone as necessary.
3. Perform filing as necessary.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Writing (Up to 33%)</td>
</tr>
<tr>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
<td>Lifting/Carrying (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Up to 50#</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Problem Solving (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (33-66%)</td>
<td>Confidentiality (66-100%)</td>
<td></td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to perform filing.
3. Must be willing to be trained by a school Nurse regarding health room related activities.
4. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: ____________

District: ___________________________ Date: ____________

New
Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Health Room Paraeducator