

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: PAREducator, Nurses' Assistant, Level IV

REPORTS TO: Director of Student Services or designee

RESPONSIBILITIES:

1. Coordinate, manage, and administer hearing and vision screenings.
2. Assist in developing appropriate program materials as directed.
3. Perform program clerical tasks as directed.
4. Confer with supervisor and nurses regarding program needs, policies, and procedures.
5. Monitor, maintain, operate, and distribute program equipment and materials.
6. Deliver specific services to specific students or group(s) of students as directed.
7. Implement specific instructional programs and activities as determined by Director of Student Services and/or school nurses.
8. Inventory supplies and equipment for the program as directed.
9. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.
10. Prepare materials for students under the direction of the Director of Student Services and/or school nurses.
11. Monitor volunteers as directed.
12. Perform other related tasks and responsibilities as designated by the Director of Student Services and/or school nurses.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
3. Ability to type/keyboard forty (40) words per minute.
4. Ability to run word processing, database, spreadsheets, using current technology resources.

QUALIFICATIONS: (Continued)

5. Physical ability to carry equipment from site to site.
6. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.
7. Demonstrated interest and ability in working with specific students in individualized and/or computer-assisted instruction.
8. Demonstrated knowledge of specific program needs preferred.
9. Ability to communicate appropriately in both written and oral expression.
10. Demonstrated evidence of good habits in job attendance and punctuality.
11. Has, or is willing to obtain, first aid certificate and CPR certificate.
12. Demonstrated ability to successfully work independently.
13. Possess a valid Washington State driver's license.
14. Must have own reliable transportation.
15. Has, in the judgement of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner; and
 - b. Maintain confidentiality.
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

9/5/03

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