



Crosslake Community School  
35808 County Road 66  
P.O. Box 1020  
Crosslake, Minnesota 56442  
218-692-5437

## Job Description

**Position:** Health Aid/Paraprofessional

**Location:**

Crosslake Community School

**FTE/ Hour Allotment:** Approximately 25 hours/week

**Immediate Supervisor:** Seat Based Director

**Position Summary:** To provide nursing services to students and staff.

**Essential Duties and Responsibilities:**

- Oversee medication administration
- Perform regular health screening for students for prevention and detection as directed by RN
- Manage immunization records of all seat-based and online students if directed by RN
- Update and manage students' medical history if directed by RN
- Provide basic healthcare to students in case of injury or acute illness
- Educate and or instruct students, classes and staff on healthy habits, such as proper nutrition, dental health, hygiene
- Possible guidance, education and training to staff on healthcare issues (CPR, 1st aid, epi pen, etc)
- Coordinate referrals for health care services such as pediatricians and other health specialists if needed
- Serve as liaison between school personnel, family, community healthcare and county healthcare providers to ensure a healthy school environment
- Collaboration with other school professionals, such as social worker, food service personnel, physical education and health teachers, classroom teachers, and Administration if needed
- Make decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
- Assists with general education students or students with an IEP, or and familiar with Special Education IEPs of all students assigned.
- Guides children in working and socializing appropriately with other students.
- Provides escort and assistance to students as needed.
- Works closely with and accepts direction from Special Education Teachers and Regular Education Teacher(s) in accordance with student's IEP.
- Implements behavior interventions as directed by Special Education Teachers and/or Director.
- Encourages special education students to maintain appropriate behavior.
- Adheres to the work assignments and schedules as provided by Special Education Teachers.
- Promotes pleasant manner with staff, students, and visitors.
- Maintains confidentiality and data privacy.

- Adheres to school policies and procedures.
- Attends staff meetings and paraprofessional meetings as required.

**Position Qualifications & Required Skills:**

**A combination of the following :** Basic first aid, CPR, CNA, First Responder, EMT LPN, RN, School Nurse Training Paraprofessional Training and/or MDE Education requirements

**Frequency Chart:**

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

**Hourly Wage: Starting at \$17.00/hour**

**Work Schedule and Agreement:**

- Number of Days: 165 School Calendar Days (Prorated for start date)
- Hours per day:
  - Monday: 10am-6-pm
  - Tuesday-Thursday 10:00am-3:00pm or 9:30am-3:30pm
  - Friday: 10am-6pm

**Approved:**

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