

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Health Care Paraprofessional</b>
<b>Reports To:</b>	Principal/Director of Pupil Services
<b>Position Status :</b>	School year contract; 180-day school year schedule. O.R.C. 3319.081, 3319.088
<b>FLSA Status:</b>	Classified
<b>General Description:</b>	Assist in providing basic school health services to protect and promote the physical and emotional wellbeing of students.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Educational aide permit.</li> <li>3. Successful experience and/or post high school training in health care related field.</li> <li>4. First Aid Training and Cardiopulmonary Resuscitation Training.</li> <li>5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Good health, high moral character, and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Able to safely and appropriately lift and manage preschool and special needs children when necessary.</li> <li>3. Effective communication and interpersonal skills.</li> <li>4. Able to present information in a clear and compelling manner.</li> <li>5. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Assist in providing student health services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. * Assist in completing basic health and wellness screenings as prescribed and complete appropriate reports, referrals, and follow-up.</li> <li>3. * Assist in the implementation of school health, wellness, and safety programs and provide input regarding health and wellness initiatives.</li> <li>4. * Maintain up-to-date student health/immunization records.</li> <li>5. Consult with parents and school staff, as appropriate, regarding health assessment results and first aid or health concerns, as assigned.</li> <li>6. Work in conjunction with District staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.</li> <li>7. Assist in the implementation of intervention strategies and of IEPs.</li> </ol>	

8. Develop and maintain positive school-community relationships and timely communications.
9. Assist with the exclusion and re-admission of students in connection with District policies and county/state health department regulations, as assigned.
10. \* Maintain organization, control of student behavior and discipline, and a positive learning environment.
11. Consult with school staff regarding student referrals, prevention and intervention strategies, health issues, allergies, chronic health conditions, physical disabilities, and related hygiene and cleanliness issues.
12. \* Collect necessary data, keep records, and submit reports for services provided through pupil services as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.
13. \* Administer first aid and emergency health treatment as needed; complete and submit incident report in a timely manner, using the district reporting system.
14. \* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Requisition and acquire material, supplies, and equipment as needed to carry out program.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the School Nurse/Principal/Director on matters affecting the program and operation of the District.

**Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and health-related matters.
4. Perform other job functions as assigned.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**