

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARAPROFESSIONAL - CLINIC

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Basic first aid course prior to contact with students; certification must be renewed every two (2) years
- Medication administration training prior to contact with students
- Complete a period of supervised practice of clinic procedures under the direction of the School Health Professional, the length of such practice may vary depending upon capability and prior experience, a record of supervised practice will be maintained by the School Health Coordinator and when completed, submitted to the principal and Director of Student Services

Performance Responsibilities:

- Assist in the administration of medications to students according to Florida Statutes 1006.062, District School Board Policy 4.57 for administration of medication and the medication procedures contained in the School Clinic Manual
- Assist in administering first aid to ill or injured students according to American Red Cross standard first aid and/or emergency instructions as approved by the Health Department and the School Clinic Manual
- Notify the School Health Professional, principal or appropriate staff member and parent/guardian when students are ill or injured
- Remain with and give comfort to the ill or injured student until released to the parent/guardian
- Document procedures carried out on daily log form
- Offer comfort measures to students with minor discomfort
- Assist the School Health Professional in conducting health screenings as directed by CHD School Nurse Coordinator such as vision, hearing, height, weight, scoliosis and pediculosis screenings
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level B

Job Code:

61330

Board Approved: 01/20/09

Revised: 05/17/11