

**RIPON AREA SCHOOL DISTRICT  
Job Description**

Department:	Elementary & Pupil Services
Job Title:	Nurse/Office Assistant
Qualifications:	Education Level: Licensed Practical Nurse (LPN) or higher medical license; Special Education Program Aide License
Experience:	Experience Desired: At least one year of healthcare experience preferably in a school setting. Prior experience in customer service.  Other Requirements: Ability to use Google products, Microsoft Office programs and Infinite Campus.
Reports to:	Building Principal & Director of Pupil Services
Job Goals:	Provides clerical and nursing assistance necessary to manage and operate the daily functions of the school and health offices.

**Essential Job Functions:**

- Provide effective school-based management of illnesses, injuries, and students with specific health needs including emergency/ routine care (ex: individuals with diabetes, asthma, seizure disorders, unique nutritional needs, etc.)
- Provide necessary on-site first aid treatment
- Act as liaison between the home, the school, health care providers, and appropriate community agencies
- Greeting and attending to school staff, answering phones, taking messages, and coordinating other nursing relaprogramming as assigned by the administrator.
- Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
- Demonstrates an approach of being a self starter and flexible thinker in accomplishing daily tasks while using a positive solutions-based approach to solving problems.

**Other Job Functions:**

- Knowledge of general school office or a professional office environment and equipment is required.
- Having basic knowledge of word processing, spreadsheets, student databases, and other office software is preferred.
- Multi-tasking, punctuality, flexibility, and confidentiality in a service-oriented environment.

- Assist in the coordination of screening programs (hearing & vision), immunization clinics, etc.
- Determine and document the health status of students; create, maintain, update, and disseminate lists of students with specific health needs
- Control communicable disease spread and acute illness impacts on the school community according to generally acceptable standards
- Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
- Adheres to school board policies, administrative procedures, and state and federal laws, rules, and regulations.
- Copies and distributes materials as needed.
- Responds to a wide variety of inquiries from internal and external parties in a timely manner.
- Supports assigned administrator(s) for the purpose of providing assistance with their administrative functions and meeting department and District objectives.
- Assists in child count.
- Assists in the scheduling of informational materials, workshops, and trainings.
- Work with the school nurse to coordinate the health and wellness students
- Composes documents for assigned tasks (e.g. newsletter, project status, surveys, letters, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Manages information and files on students for the purpose of supporting operations of the school and meeting the local, state, and federal requirements.
- Reschedules meetings due to parent cancellations or scheduling conflicts.
- Maintains accurate student records moving students from active to inactive status as needed.
- Examines and verifies student account information.
- Obtain health history data as needed and maintain confidential written records; maintain basic student health records including immunizations
- Aid in the preparation of district data and reports (ex: attendance, immunization status, end-of-year report, etc.)
- Oversees documentation and communication of attendance including reporting and communicating truancy
- Supports staff with daily functions, as needed

**General Job Functions:**

- Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
- Recognize and foster an atmosphere of teamwork and a solutions-based approach to challenges in working with staff for the improvement of student understanding and practice of good health-related facts and practices
- Perform other duties as assigned by the building principal and director of pupil services.
- Demonstrate understanding and acceptance of differences among individuals and groups (i.e. sexual, cultural, socio-economic, disability, etc.)
- Report significant school-related information to appropriate personnel

- Work with parents and staff in the best interests of the students
- Use professional discretion and maintain confidentiality in handling sensitive situations
- Exhibit a working knowledge of state and federal legislation affecting service offerings
- Serve as positive role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals
- Participate in professional growth activities
- Support district building regulations and comply with policies and procedures
- Follows established channels for resolving concerns/problems with a sense of calm while utilizing resources a proactive approach whenever possible
- Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment:            9 month Full-Time

Evaluation:                            Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

\_\_\_\_ I certify that I have read and understand the attached Physical Demand Addendum for Nurse/Office Assistant as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PHYSICAL DEMAND ADDENDUM**

**PHYSICAL DEMANDS**

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date