SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Nurse’s Aide/Health Assistant
Salary Block: 303

Reports To: Nurse
Terms of Employment: 183 Days

Exemption Status: Non-Exempt

Primary Purpose:
The primary purpose of this position is to provide the school nurse support in helping provide health care services and programs to our students and employees.

Qualifications:

Education/Certification:
• High school diploma/equivalent or higher
• Current CPR and first aid certifications
• Certified Nurse Aide or Certified Medical Assistant

Special Knowledge/ Skills:
• Demonstrate ability to effectively communicate with district employees, parents, and students

Experience:
• One (1) year health care experience preferred

Major Responsibilities and Duties:
1. Helps maintain the nurse’s office under the direction of the school nurse.
2. Assists the nurse with examinations and procedures.
3. Assists the nurse in maintenance of records and performs clerical duties.
4. Accompanies sick or injured persons to their home or hospital when assigned.
5. Administers medication in compliance with district policy.
6. Upholds and adheres to safety rules and policies of the SISD safety program.
7. Supports the goals and objectives of the school district and follows all district policies.
8. Performs any other duties as assigned by the appropriate supervisor.
9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
10. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting.
Nurse’s Aide/Health Assistant

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. 

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________
Employee Name (please print)

______________________________________________
Signature

______________________________________________
Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 8-24-95, 2-14-97, 6-28-01, 7-26-01, 5-20-02, 4-21-09, 11-7-11, 12-17-12, 10-5-16, 10-23-17, 9-25-19