



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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<b>POSITION TITLE:</b>	Health Room Supervisor
<b>F.L.S.A</b>	Non-exempt
<b>REPORTS TO:</b>	Building Administrators and Supervising Registered Nurse

### QUALIFICATIONS:

- Ability to work professionally with staff, students, and the public
- Proof of current First Aid Course completion
- Current CPR/AED certification
- Basic computer skills necessary
- Additional training in healthcare preferred
- Manual dexterity and physical ability to lift 40 pounds to chest height occasionally, treat a patient that is lying in a prone position and to operate equipment necessary to perform all job functions, complete tasks assigned, and perform all medical procedures quickly

**TERMS OF EMPLOYMENT:** Works 177 student contact days plus 9 additional days - see current Work Calendar Summary - Does not work on snow days. Snow days will be added at the end of the year

### ESSENTIAL JOB FUNCTIONS:

- To comply with the Family Education Rights and Privacy Act (FERPA)
- To assist in the identification of students with specific health needs and communicate that to the supervising RN
- To assist students with chronic health problems by implementing supervising RN's written health plans
- To evaluate the health status of students who report to health room and follow Park Hill Health Services policies and procedures to address health and injury related concerns
- To provide emergency care for students and staff
- To review student health records with the Supervising RN as needed
- To assist with communicable disease management

- To conduct district screening programs within the building and refer to findings to the supervising RN when possible referrals are indicated
- To identify health and safety concerns in the school environment
- To support all Park Hill Health Services policies and procedures
- To work collaboratively with the building administrator(s) and the supervising RN assigned to that school
- To serve as the first level of contact between home and school in health matters
- To monitor the school's compliance with current immunization requirements as mandated by the Missouri Department of Health and Senior Services and notify Building Administrator and parents of students not in compliance
- To maintain current student health records and health room documentation per Park Hill Health Services policies and procedures
- To follow Park Hill Health Services medication policies and procedures as outlined in the health services manual and directed by the supervising RN.
- To notify parents/guardian and teachers of sick or injured students: inform parents and classroom teacher of what has been done, as well as seeking further instructions from a parent; conduct additional follow-up as needed.

**ADDITIONAL RESPONSIBILITIES:**

- Follow mandated reporting procedures regarding child abuse and neglect
- Maintain a health room that is pleasant and orderly
- Attend workshops and in-service as provided by the school district.
- Assist building administrator and staff with the presentation of growth and development materials as needed, following Park Hill Health Services policies and procedures
- Attends meetings as requested by administration
- Seeks further opportunities to teach health related topics as time permits
- Complies with any other assigned duties related to the Health Room