

<b>Window Rock Unified School District No. 8</b> <b>Position Description</b>	
<b>Position Title</b>	Certified Nursing Assistant (CNA)

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<b>Date Revised</b>	September, 2005
<b>Status</b>	Classified
<b>Salary Level</b>	E
<b>Work Year</b>	10 months
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ Current Arizona License to practice as Certified Nursing Assistant (CNA)</li><li>➤ Minimum of one year of experience in school nursing or public health nursing as a CNA</li><li>➤ Good communication skills. Ability to interpret and implement the District health program; to work cooperatively with students, parents, faculty and community</li><li>➤ Other qualifications as the Governing Board may deem appropriate</li></ul>
<b>Job Goal</b>	Assists School Nurses in providing for a healthy educational environment by attending to illnesses, injuries or other health-related issues of students and staff while under the supervision of a registered nurse.
<b>Essential Duties</b>	<ul style="list-style-type: none"><li>➤ Observes students on a regular basis to detect health needs.</li><li>➤ Assumes authority, in the absence of a physician or nurse, for the care of students or staff members who have suffered an injury or emergency illness.</li><li>➤ Administer first aid/CPR in accordance with established procedures.</li><li>➤ Conduct vision, hearing, height, weight and blood pressure screenings and refers individuals to health care providers as needed for additional tests or consultation.</li><li>➤ Maintains current and accurate health records on a daily basis.</li><li>➤ Assists with medical, dental and eye care appointments.</li><li>➤ Transport ill or injured students/staff as required.</li><li>➤ Make home visits and communicates with parents or guardians on health issues with students.</li><li>➤ Maintains and reviews required State Health Reports with School Nurses.</li><li>➤ Assists in health education instruction and health career awareness activities.</li><li>➤ Assists with reporting suspected communicable disease, child abuse and neglect to appropriate authorities.</li><li>➤ Assists with school efforts targeting wellness programs for students and staff.</li><li>➤ Attends faculty and staff meetings to provide input on student health issues.</li><li>➤ Maintains an orderly, healthy and clean work area.</li><li>➤ May order and inventory health/medical supplies.</li><li>➤ Attends staff meetings and professional development workshops.</li><li>➤ Performs other duties as assigned.</li></ul>
<b>Certificates/Licenses</b>	Arizona License as Certified Nursing Assistant required First Aid and CPR certificate required Valid Arizona Drivers License Valid Fingerprint Clearance Card
<b>Physical Effort</b>	Occasional stooping, bending and/or light lifting
<b>Working Environment</b>	Normal office conditions
<b>Supervision Given</b>	None
<b>Supervision Received</b>	Registered Nurse

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The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

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Supervisor signature

\_\_\_\_\_  
Date

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Employee signature

\_\_\_\_\_  
Date

Board Approved: September 14, 2005