

SUMMARY OF HEALTH PARAPROFESSIONAL
DUTIES AND RESPONSIBILITIES

- 1) **To perform/assist with vision and hearing screenings**
 - a) K, 1st and 6th grade students are screened annually and 3rd (vision only)
 - b) Students who are being tested for ESE must have vision and hearing screenings
 - c) Any students who fail the screenings are referred to the RN for rescreening and a letter is sent to the parent or guardian
 - d) Screening results are recorded in Skyward and filed in Health Record
- 2) **To perform/assist with height and weight (BMI) screenings**
 - a) 1st, 3rd and 6th grade students are screened annually
 - b) Results are recorded in Skyward and filed in the Health Folder. Letters are sent to the parent or guardian if BMI results are in referral range
- 3) **To assist in scoliosis screenings**
 - a) 6th grade students are screened annually by the RN
- 4) **To maintain student Health Records**
 - a) Health Folders are reviewed annually as scheduled
 - b) SKYWARD is updated with health information including immunization and physical dates, clinic visits, health conditions, health alert information and screening results
 - c) Immunization status is monitored and parents are notified when additional immunizations are needed to be in compliance with state laws
- 5) **To refer and follow-up on student health issues**
 - a) The Emergency Cards and school physicals are used to identify students with health issues
 - b) The RN should be notified of students who are identified or newly diagnosed with chronic health conditions
 - c) Student Health Care Plans should be followed as written and instructed by the RN
- 6) **To provide daily health care and emergency care when needed**
 - a) Medications are maintained and given as per district policy
 - b) Ill students are monitored appropriately and parents are notified when needed
 - c) Students with possible communicable conditions are identified, parents are notified to pick student up from school and are informed about return policies
 - d) Emergency care is provided as per policy and parents are notified as needed
- 7) **To inform the Principal of various health related matters in the school**
- 8) **To participate in the planning and implementation of the school health plan**
- 9) **To participate in the planning and implementation of Individual Education Plans (IEP) and 504 Accommodation Plans as needed**
- 10) **To attend and/or conduct in-service training opportunities**
- 11) **To submit appropriate reports**
 - a) Monthly Clinic Reports
 - b) Weekly Clinic Summary Reports (if requested)
 - c) FTE Report in February
- 12) **To assist special needs students with appropriate activities of daily living as needed (Toileting, feeding, cleaning)**
- 13) **To perform health related services upon successful completion of child specific training, including but not limited to: clean intermittent catheterization, gastrostomy feeding, monitoring blood glucose, and administering emergency injectable medication**
- 14) **To perform assigned tasks in a timely and efficient manner**
- 15) **To perform assigned tasks with a high standard of quality**
- 16) **To perform other duties as assigned by the Principal**