

**Job Title:** Certified Nurse Assistant (CNA)  
**Department:** Student Services  
**Reports To:** Director of Student Services  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 05



## **SUMMARY**

In compliance with the Nurse Practice Act and under the medical supervision of a School Registered Nurse (RN), the Certified Nurse Assistant (CNA) provides health care services to WCSD students, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides one-to-one (1:1) and/or one-to-two (1:2) direct services to students who are medically fragile.

Obtains orientation/training pertinent to the care of the individual student(s), including any medical equipment/technology utilized.

Participates in the Individual Education Plan (IEP) interdisciplinary team meetings and assists in identifying and meeting physical needs of student(s).

Participates in the Individual Healthcare Plan (IHP) development and implements an integrated health care plan in conjunction with parents, the student, educators, and other health care providers (physician and school nurse).

Under the delegation of the school RN and in compliance with the District Medication Policy, and Utah Administrative Rule R156-31b701(a) (b) Delegation of Nursing Tasks, the CNA administers medication according to physician's orders and the Individual Healthcare Plan (IHP). This may include obtaining and verifying healthcare provider orders and parent authorization, correct administration, and daily documentation.

Under the delegation of the school RN and in compliance with the District Medication Policy, and Utah Administrative Rule R156-31b701(a) (b) Delegation of Nursing Tasks, the CNA performs medical procedures according to physician's orders and the Individual Healthcare Plan (IHP). This may include obtaining and verifying healthcare provider orders and parent authorization, and daily documentation. This may include the following tasks:

Administers gastrostomy tube feedings, medication via G-tube, and general care of orifice and changing empty bags.

Provides respiratory care including routine suctioning.

Provides moving and positioning including fine and gross motor maneuvers, wheelchair positioning, and stretching muscles as per the student's needs.

Provides toileting/diapering and assistance with other daily living tasks.

Oversees appraisal of student's status, including assessing student's nursing care needs, the complexity and frequency of the required nursing care and the stability of the student.

Maintains health records of student(s) and accurately documents medical events. Communicates such events with the supervising school nurse and parent(s).

Assists in maintaining OSHA Standards. Counsels students and staff in promoting a safe and healthy environment, may include general hygiene, illness/disease prevention strategies; use and storage of oxygen in the classroom.

May serve as a resource to parents of students with health conditions in obtaining family support and/or medical supplies.

May assist the school in areas of competence which may include, Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), First Aid, Anaphylaxis (including Epi-Pen), Seizures (including Vagal Nerve Stimulator), Diabetes training (including Glucagon), bleeding, concussions, bee stings, asthma (including Nebulizer and Inhaler), eye injuries, and Breaks/Sprains.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work effectively with individuals with medical conditions. Ability to learn tasks quickly and work with a minimum of supervision. Ability to follow directions, medical orders and individual plans.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend instructions and read and write correspondence. Ability to learn and follow rules and regulations as they apply to the job assignment.

Ability to learn and carry out emergency procedures.

Ability to maintain daily logs via the computer.

Ability to meet and interact with school nurse, teachers, staff, and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Must have completed a Certified Nursing Assisting Program. At least two years of experience is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a current certificate as a CNA.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand or stand in a bent or stooped position, walk, reach with hands and arms, use fingers and hands to handle, and talk or hear. The employee must have the ability to assist in the personal management needs of individuals with disabilities (e.g., feeding, dressing, toileting, grooming, lifting, positioning, etc). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

**As the physical demands are similar to the School Registered Nurse (RN) position, the employee must be able to pass the Pre-Employment Fitness for Duty Assessment.** The employee must regularly lift and/or move up to 10 pounds and must be able to lift up to, but not exceeding, 55lbs on an occasional basis. A team lift or utilization of the necessary equipment is recommended if any other items or persons exceed this weight limit.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Daily attendance during the school year is critical and may include some Extended School Year (ESY) services for several weeks during the summer.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

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Prepared By: <b>Director of Student Services</b>		Date: <b>08/12/2022</b>
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>08/17/2022</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	