

NESPELEM SCHOOL DISTRICT

Nursing Assistant / Para Educator



POSITION SUMMARY:	Classified Nonexempt Position 8.75 Hrs. a Day / 4 Days a Week (Full Time) Salary Range - \$19.00 – \$25.91 (Full Benefits)
SUPERVISOR:	Superintendent / Principal
ESSENTIAL FUNCTIONS:	<p>The position of Nursing Assistant / Para Educator, in accordance with the Nespelem School District, WA State Department of Health, and the Local Health Jurisdiction, will be primarily responsible for the administration of COVID-19 tests, including test collection, processing and / or ensuring processing, and reporting / data entry of test results. This position will also support work associated with initiating appropriate follow-up on exposures and positive tests, confirming case status, identification of contacts, collaboration with public health on case investigations, and conducting mitigation efforts to prevent spread in the school population. This position will assist the district with COVID safety protocols, including attestation review, student screenings, and student isolation room support. This position will also provide support to the School Nurse for implementing, managing, and delivering school health services.</p> <ul style="list-style-type: none"> ➤ Coordinates district COVID-19 testing efforts, adhering to guidelines for infection control measures and district policies and procedures. ➤ Interacts frequently with students, parents and district staff on COVID-19 containment services. ➤ Handles relevant supplies and equipment with care, with concern for safety, security, and waste reduction. Immediately reports safety and / or materials acquisition concerns to their Supervisor. ➤ Competently conducts COVID tests using a variety of product brand / types, as available to the school district, according to manufacturer's guidelines and district protocols. ➤ Ability to support students and staff with strategies to ensure viable sample collection. ➤ Verifies and documents personal and confidential testing information. Ensures FERPA and (when applicable) HIPAA compliance. ➤ Documents all related district activities as directed by their Supervisor and / or Superintendent / Principal. ➤ Attends meetings as required and performs related duties as assigned / required. ➤ Performs other work as assigned by their Supervisor and / or Superintendent / Principal.
QUALIFICATIONS:	<ul style="list-style-type: none"> ➤ Two years of study at an institution of higher education, it must meet the criteria of the Higher Education Act, Section 101 (a). All classes must be at level 100 or higher, OR ➤ Associate's degree OR ➤ Pass the ETS ParaPro Assessment test. ➤ Experience working with P-12 students, health care or public health. ➤ First Aid/CPR card or ability to obtain. ➤ Must work out-doors in all types of weather. ➤ Attendance and punctuality are important functions of this job. ➤ Use effective oral and written communication skills. ➤ Listen and react professionally.

	<ul style="list-style-type: none"> ➤ Give and take directions. ➤ Ability to analyze issues, troubleshoot, problem-solve and effectively and efficiently make decisions. ➤ Work in noisy and crowded environments. ➤ Remain flexible to changes in assignments or situations. ➤ Able to work effectively both individually and in a team with minimal supervision. ➤ Maintain accurate records. ➤ Experience with the use of a computer to complete work order systems and other work related functions. ➤ Establish and maintain effective working relationships with students, staff, parent, and community. ➤ Maintain a high level of ethical behavior and confidentiality of information about students and staff.
WORKING CONDITIONS & PHYSICAL REQUIREMENTS:	<p>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 accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job's functions require the following physical demands:</p> <ul style="list-style-type: none"> ➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. ➤ Ability to lift up to 50 lbs.

TERMS OF EMPLOYMENT	Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.
PROCEDURE:	<ul style="list-style-type: none"> • Application procedure can be found at http://www.nsdeagles.org • Click on Job openings • Click on how to apply <ul style="list-style-type: none"> ➤ Position opens ➤ Position opened until filled ➤ Screening & Interviews TBD ➤ Position begins as soon as possible • Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check.

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check. The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator and Section 504/ADA Coordinator.

Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.

Nespelem School District is an Equal Opportunity Employer

NESPELEM SCHOOL DISTRICT

Para Educator



POSITION SUMMARY:	Classified Nonexempt Position 8.75 Hrs. a Day / 4 Days a Week (Full Time) Salary Range - \$14.27 - \$20.70 (Full Benefits)
SUPERVISOR:	Superintendent / Principal
ESSENTIAL FUNCTIONS:	<p>The position of Paraeducator will involve working to assist schools and teachers on a program need basis. The positions will be varied, and may include instruction with, and care of, basic education and disabled students in self-contained and regular education settings, recess and/or crosswalk duty, and providing clerical assistance.</p> <ul style="list-style-type: none"> ➤ Assist with preparation of materials. ➤ Attend district meetings as requested. ➤ Other job duties as assigned by the Superintendent / Principal.
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