

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: May 11 – 17, 2021

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling Human Resources at 360-596-6185 before the deadline.

Position	Hours/FTE	Location
Paraeducator – Health Room	6.0 hpd/180 Days (Plus 9 Paid Holidays)	McLane
<i>This position is Monday – Friday, 8:00 am – 3:30 pm.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: OPA Salary Schedule – \$19.05 - \$22.48 per hour		

Job Purpose Statement/s: The job of "Paraeducator - Health Room Assistant" assists in meeting the health needs of students according to District policies and school procedures under the guidance and direction of the school nurse; documents and maintains student health information required by the District, in addition to federal/state/local agency regulations; and provides appropriate care and/or referral for ill and injured students.

Essential Job Functions:

- * **Administers** first aid, medication and specialized treatment as trained for the purpose of providing appropriate care for ill, medically fragile and/or injured students and staff.
- * **Assists** nurse, students, and other school personnel for the purpose of providing specialized treatments, monitoring medical treatments and/or testing.
- * **Maintains** required medication logs, emergency cards, and health records (e.g. initial records, mandated screening results, etc.) for the purpose of providing information required by legal and professional standards.
- * **Prepares** documentation (e.g. status reports, accident reports, etc.) as delegated by the school nurse for the purposes of providing written support and/or conveying information.
- * **Communicates** with the school nurse regarding information about those students requiring further medical attention or with suspected contagious diseases for the purpose of providing needed medical treatment, counseling, etc., or minimizing infection and complying with the law.
- * **Follows** the established emergency protocols written and provided by the Washington State Department of Health, Olympia School District policy and established health room guidelines.
- * **Keeps** the health room orderly, clean (e.g. counters, cots, etc.), supplied and stocked.

Job Requirements - Qualifications:

- * **Education Required:** High school diploma or equivalent, **AND** when applicable successful completion of the Educational Testing Service (ETS) Exam, **OR** 72 quarter or 48 semester credits at an institution of higher education (official transcript is required), **OR** an Associate's (or higher) degree (official transcript is required).
- * **Experience:** Current first aid and CPR card; Medical assisting and/or nurse assistant (C.N.A.) experience is desirable; successful completion of District training programs.
- * **Criminal Justice fingerprint clearance**

Skills, Knowledge and/or Abilities Required:

- * **Ability** to communicate effectively in English (written and verbal form); use of correct spelling, grammar and punctuation.
- * **Perform** basic arithmetic calculations.
- * **Sit** for prolonged periods.
- * **Work** independently.
- * **Understand** and carry out oral and written instructions.
- * **Relate** effectively with students, parents, District staff, and the public in a multi-cultural and diverse socioeconomic community.
- * **Respond** calmly and maturely in emergency situations.
- * **Coordinate** and organize tasks.
- * **Use** a computer and copy machine.

Application Procedure for Out-of-District Candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE, Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) –

Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.