

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Associate Nurse

**REPORTS TO:** Principal

**JOB SUMMARY:** To facilitate the efficient operation of the school health room by performing the assigned duties and functions.

**PRIMARY DUTIES AND RESPONSIBILITY:**

1. Administers first aid and cardiopulmonary resuscitation (CPR) in accordance with established procedures.
2. Maintains effective health room schedule.
3. Assists with necessary data collection, supports maintenance of records, notifies parents and/or guardians of acute health concerns, oversees transportation of ill or injured children and initiates accident reports pertaining to health services.
4. Provides specialized care as required.
5. Assists with care, storage, inventory, and requisition of supplies and equipment.
6. Performs other related duties as assigned.

**QUALIFICATIONS:** All regulations as set by the State Board of Education and by the Department of Education shall be met; minimum, valid Practical Nurse license from the Commonwealth of Pennsylvania.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess and computer skills, and ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Support staff; Teacher Assistant 10-month classification.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*