

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Teacher Assistant, Clinic DMS</b>
<b>Department:</b>	<b>DMS</b>
<b>Reports to:</b>	<b>Principal</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Description of job:</b>	
<b><u>Summary of Duties/Responsibilities:</u></b>	
<ul style="list-style-type: none"><li>● Student supervision in the morning before the bell rings</li><li>● Student supervision during all lunch period</li><li>● Record Attendance/Tardy/Early Dismissals for all students daily</li><li>● Track student attendance/tardy: send out 5 and 10 day letters, coordinate with truant officer and AP</li><li>● Log clinic visits into Aspen to include time of visit and chief complaint only or as directed by the nurse</li><li>● Assist students in clinic while nurse is in other parts of the building:<ul style="list-style-type: none"><li>○ Band-Aids, salt water gargle, allowing students to rest, female needs, etc.</li><li>○ Be aware of students with care plans in order to call nurse back to clinic if students come down</li><li>○ Call nurse back to clinic in an emergency</li></ul></li><li>● File/Update student emergency cards throughout year when necessary (parents will call in with new numbers or addresses)</li><li>● Assist 1-on-1 teacher assistant with student personal hygiene needs when needed</li><li>● Other duties may include but are not limited to:<ul style="list-style-type: none"><li>○ Parent phone calls to check on 7<sup>th</sup> grade physicals (asking parents to bring in, explaining, exclusion procedures, etc.)</li><li>○ Clinic mailings: letters to parents for various reasons (about 7<sup>th</sup> grade physicals, screenings, medical records, etc.)</li><li>○ Update student's electronic health records in ASPEN: log immunizations, physicals, screenings, etc.</li><li>○ Assist nurse with screenings (dental, vision, and scoliosis)</li><li>○ Various phone calls per nurse instruction (parent pick up, doctor's offices, social worker, etc.)</li><li>○ Assisting students with locker/books: if they are going home and are not well enough to get their bags we can go for them or with them</li><li>○ Assisting students with wheelchair: if they injure themselves and need to be picked up from class in a wheelchair, we need to be able to work the lift as well</li><li>○ Teach students in the use of the lift/elevator when necessary</li><li>○ Monthly attendance meetings with guidance/assistant principal</li><li>○ Direct students to proper guidance counselors</li><li>○ Gather medical records for students leaving school and coordinate with proper personnel where the records need to go</li><li>○ Shred confidential information</li><li>○ While performing this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary</li></ul></li></ul>	
<b>Protective Personal Equipment:</b>	<b>Possibly gloves and/or bite guard</b>

## North Kingstown School Department

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<b>Classification Key:</b>					
<i>Sedentary</i> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;					
<i>Light</i> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;					
<i>Medium</i> – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;					
<i>Heavy</i> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;					
<i>Very Heavy</i> – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
<b>Driving Requirements:</b>	None: X	Manual:		Automatic:	

Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Exposed to Fluorescent or incandescent lighting		
<b>Vibration:</b>			

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				

## North Kingstown School Department

Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

### Education and/or Experience:

Bachelors or Associates degree in education field, completion of 60 academic credits in an education field or achievement of passing score on the ParaPro qualifications test with the completion of Teacher Assistant Training Program as required by RIGL 16-11.2-2. Three to six months experience and/or training in a school environment providing support to students. Successfully complete and pass CPI training

### 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 this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary

### Technological and/or Technical Skills:

Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs.

### Communication Skills:

Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs and confidentiality.

### Planning Skills:

## North Kingstown School Department

Ability to prioritize the needs and requests of students and teachers within the school setting and respond in a professional and efficient manner.

### Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

**Date: 9/2016, 1/2021**