

Pinon Unified School District #4  
Job Description

Position Title: Certified Nurse Assistant  
Terms of employment: 10 Months  
Salary: Classified Placement Schedule - Grade 1  
FLSA Status: Non-Exempt  
Benefits: Standard Package

**Qualifications:**

1. Must have a High School Diploma and/or equivalent GED.
2. Must have the Arizona State Certification for Certified Nurse Assistant (CNA).
3. Must be bilingual (Navajo/English) in order to communicate with students.
4. Must have the working knowledge of school health services or comparable health experience that involved in the application of sound judgment, discretion, and principles and practices of nurse care function in a school operation or similar organization.
5. Must have strong human relations skills in order to work in sensitive situations.
6. Must be trained and possess a current certification in first aid, cardiopulmonary resuscitation, basic aid, food handlers card, hearing screener.
7. Skill in operating a variety of office equipment including personal computers, copiers, FAX, telephone.
8. Skill in working in an environment subject to frequent interruptions, quickly changing priorities, and occasionally limited directions.
9. Must have proven successful employment record.

**Job Goal:**

1. The primary goals are of the Certified Nurse Assistant are:
  - a. to care for the student health injuries and/or illnesses in an expedient and safe manner,
  - b. to work with parents, students, and school medical personnel/health care services for the control and prevention of disease and for the development of optimum health of each student,
  - c. to provide appropriate care and/or referral for illness, medically fragile and/or injured students as may be required,
  - d. To Keep our students and staff in a safe environment.

**Duties and responsibilities:**

1. Administers first aid, medication, and mandated screenings, e.g. hearing, vision, scoliosis, lice check, bed bug checks, immunizations, height/weight, body checks for ESS students, for mandated requirements.
2. Receives, advises and ensures in the enrollment of students for the purpose of proper immunization history and verification of immunization.
3. Works with students and other school employees for the purpose of providing specialized treatments, monitoring medical treatments and/or behavior, and testing at school sites.