



## Kewaskum School District Job Description

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<b>POSITION:</b>	Certified Nursing Assistant	<b>SUPERVISOR:</b>	District Nurse and/or Building Principal
<b>CALENDAR:</b>	School year	<b>CLASSIFICATION/TYPE:</b>	Non-Exempt/Full-time

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### POSITION SUMMARY

The Certified Nursing Assistant provides direct support for students with specific medical needs. This role assists in carrying out individualized health care plans, monitoring student conditions, and ensuring student safety so they may fully participate in the school environment.

### ESSENTIAL FUNCTIONS, COMPETENCIES, RESPONSIBILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

#### ESSENTIAL FUNCTIONS

1. Provide direct health support for assigned student(s) with medical needs.
2. Assist with daily medical routines such as medications, treatments, or procedures as directed by the school nurse.
3. Monitor students' health status and report concerns promptly to supervising staff.
4. Accompany and supervise student(s) throughout the school day, including classrooms, cafeteria, playground, and transportation if required.
5. Assist in implementing emergency care plans as needed.
6. Provide comfort, reassurance, and a safe environment for the student.
7. Maintains, protects, and manages confidential electronic and written student health records.
8. Communicates with the district nurse and other school staff.
9. Acts in a professional, collaborative manner and engages in continual growth.

#### COMPETENCIES

- |                          |                               |                              |
|--------------------------|-------------------------------|------------------------------|
| ● Student/Customer Focus | ● Personal Credibility        | ● Flexibility                |
| ● Problem Solving Skills | ● Thoroughness/Follow Through | ● Organizational Skills      |
| ● Ethical Conduct        | ● Composure/Stress Management | ● Discretion/Confidentiality |
| ● Collaboration/Teamwork | ● Reflection                  | ● Time Management            |

#### RESPONSIBILITIES

1. Provides daily medical assistance for assigned student(s).
2. Support the student(s) in accessing the educational environment safely.
3. Collaborate with teachers, paraprofessionals, and administrators regarding student health needs.
4. Document observations and report any changes in the student's condition to supervising staff.
5. Participate in required training sessions and professional development.
6. Administers routine and emergency medications.
7. Where applicable, participates in the IEP and IHP plan development.
8. Emulate professionalism at all times.
9. Board reserves the authority to the Superintendent (or designee) to assign additional duties and responsibilities as necessary within the scope of the employment position.

#### EDUCATION, EXPERIENCE, QUALIFICATIONS - REQUIRED:

1. Qualified as a Certified Nursing Assistant in the State of Wisconsin.
2. Certification in CPR and First Aid.
3. Strong listening, written, and oral communication skills.
4. Punctual, regular attendance.
5. Possess a valid Wisconsin driver's license.

**EDUCATION, EXPERIENCE, QUALIFICATIONS - PREFERRED:**

1. Prior experience supporting students with medical needs in a school or pediatric setting.
2. Additional certifications in health-related fields (e.g., Medication Administration, Mental Health First Aid).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Establish and maintain cooperative and effective working relationships with others.
2. Knowledge of basic medical terminology, first aid practices, and emergency response procedures.
3. Ability to follow individualized health care plans and instructions.
4. Skill in observing and documenting student conditions accurately.
5. Knowledge and implementation of relevant technology.
6. Recognize the need for continuous improvement, reflection, and self-evaluation.

**WORKING RELATIONSHIPS:** Ability to relate well with students, parents, families, and staff. Ability to establish and maintain effective working relationships. Approachable, friendly demeanor.

**ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The employee:

- Primarily operates in a professional learning environment with some interruptions.
- Regularly works inside with occasional outside duties.
- The noise level in the work environment is typically low to moderate, depending on the nature of the assigned classroom/task.
- Requires student contact at school sites. Exposure to an array of ailments, diseases, and bodily fluids.
- Duties, as assigned, may include travel between buildings; therefore, a valid driver's license and reliable vehicle are required.

**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. While performing the duties of this job, the employee is required to:

- Ability to stand, walk, bend, and reach frequently during the school day.
- Exhibit manual dexterity to dial a telephone and to enter data into a computer occasionally.
- See and read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
- Ability to lift or assist students weighing up to 50 pounds as needed.
- Frequently bend, stoop, sit on the floor, climb stairs, walk, and reach overhead.
- Meet the physical needs of students, including but not limited to personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying medical supplies, moving equipment, and implementing emergency procedures.
- Operate, transfer, and position equipment for safe student handling.

**SUPERVISORY RESPONSIBILITIES:** None.

**REQUIRED TRAVEL:** May require minimal travel to and from school buildings within the district. Potential professional development opportunities may be expected for this position, conducted within a reasonable driving distance.

**EXPECTED SCHEDULE:** Employee must be available during the "core" work hours as determined by your Supervisor. Occasional evening work may be required as job duties demand.

**NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

*The Kewaskum School District does not discriminate on the basis of the protected classes of race, color, national origin,*

*age, sex, pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, national origin, ancestry, arrest or conviction record or any other characteristic protected by law in its employment practices. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.*

## **EMPLOYEE ACKNOWLEDGEMENT & UNDERSTANDING**

I acknowledge that:

- I have read this job description and completely understand all of my job duties and responsibilities.
- I am able to perform the essential functions as outlined with or without reasonable accommodations.
- I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description.
- I understand that if I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an administrator.
- I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or administrator.
- I shall serve as a positive role model for students in how to conduct themselves as citizens and as a responsible, intelligent human being. I will help instill in students the belief in and practice of ethical principles and democratic values.
- I shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout my employment in the District.
- I understand no non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. Policy 4120
- I understand no overtime-eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. Policy 4120
- I understand this job description is not designed to cover or contain a listing of all activities, duties or responsibilities that are required of this job. The requirements listed are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. Duties, responsibilities and activities may change at any time with or without notice. And, to perform this job successfully, I must be able to perform each duty satisfactorily.
- I have discussed any questions I may have about this job description prior to signing it.
- I received a copy of this same job description for my records.

Employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:**

**Printed Name:**

**Date:**

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*Approved: 09/11/2025*