

Job Description

Job Title: Clinic Assistant

Supervisor: Principal

School Nurse & Supervisor of Health Services

Position Code: 3N04, CN04

Pay Grade: 22

Job Classification: Non Exempt

Contract Length: 195 Days

Job Summary

Position provides support to the School Nurse on a daily basis by providing a variety of health care services to students, staff, and communication with parents of students under the direct supervision of professional staff.

Essential Duties

1. Administers first aid to students and staff for minor injuries as needed.
2. Assists with the assessment of illnesses, diseases, injuries and certain health screenings of students and staff under the direction of professional staff.
3. Assists in the maintenance of medical records and daily logs of clinic visits.
4. Reports sensitive situations and/or extensive injuries/illnesses to professional staff for further evaluation.
5. Works under protocols established by school nurse.
6. Utilizes the nursing components of the ESIS computer system as directed by the school nurse.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Communicates with parents via telephone regarding student health problems.
2. Maintains the health office.
3. Accompanies students home or to the hospital as appropriate.
4. Performs other related duties as assigned by school nurse or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

High School graduate with a valid CPR certification and clinical skills. Certified Nursing Assistant (CNA) certificate preferred. Red Cross First Aid Certificate required if not a CNA. Prefer experience working in a nursing or health care environment with children. Must possess the ability to establish and maintain effective working relationships with students, staff, and parents. Must be able to work appropriate computer systems.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a school clinical and classroom environment. While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; smell. The employee must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds. Specific vision abilities required include close vision, depth perception, and ability to adjust focus for observing patient conditions and administering appropriate treatment. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school clinical environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: School Nurse, building principal or appropriate administrator, Supervisor of Health Services.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Clinic Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the School Nurse or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/2025