

Montessori School of Denver
SCHOOL HEALTH AIDE – NONEXEMPT EMPLOYEE*
Job Description

The primary purpose of the Montessori School of Denver is to educate children and to teach and nurture the skills necessary for success in the 21st century based on a foundation of Montessori philosophy and principles and best educational practices. MSD also upholds the highest standards of independent school education as articulated in the Standards of the Association of Colorado Independent Schools, Principles of Good Practice of the National Association of Independent Schools, and the American Montessori Society's Philosophy and Practice and Code of Ethics.

MISSION STATEMENT

We are a dynamic educational environment empowering students to use diverse knowledge and experiences to reach their full potential and do good in the world.

VALUES STATEMENT

We are a thoughtful, inclusive community of joyful, empowered learners, curious, collaborative thinkers, and brave, wise leaders.

QUALIFICATION REQUIREMENTS:

- CPR and First Aid certifications required
- Experience with office/administrative work
- Must have the ability to interact positively and cooperatively with students, staff, parents/caregivers and general community
- Loves working around children (Toddlers through 8th grade)
- Able to show compassion and competence when addressing student health needs
- Strong interpersonal and organizational skills, with the ability to multitask while maintaining detailed and accurate documentation
- Maintain visibility and accessibility on campus
- Adapt well to change, show flexibility and resourcefulness, and welcome collaboration
- The ideal candidate should have experience working in a school health office for at least 6 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide basic first aid, daily medications, monitor illnesses and injuries, and notify parents of concerns. Assist with schoolwide communications regarding communicable diseases in classrooms.
- Contact 911 in emergency situations.
- Obtain delegation from School Nurse, including delegation for medication administration and care for specific health conditions.
- Administer medication and perform procedures as delegated by the School Nurse. Record daily health office visits, medications administered, and health concerns in the computerized student information system and medication logs.
- Maintain student health files, purge health files appropriately, and record and file yearly student health updates.
- Complete and process all accident and head injury reports, track student concussions, and send out concussion/head injury notification as instructed by the School Nurse.
- Provide staff with yearly and as needed updated health concerns list, communicate with the School Nurse, parents/caregivers, and school personnel regarding student health-related concerns.
- Maintain CPR and First Aid certifications.

- Attend yearly training/reviews including diabetes review, medication administration, Diastat/seizure training, and Epi-pen training. Complete any annual or required training mandated by Social Services. Attend when asked any scheduled Health Services meetings.
- Maintain immunization records per state immunization requirements, send out immunization follow up and exclusion letters as needed, contact parents/caregivers as needed, monitor immunizations in process, and use the state immunization database for state compliance.
- Organize optional vision and hearing screenings for students in coordination with the Student Support Team.
- Perform other job-related duties as assigned including maintaining equipment, ordering first aid supplies, maintaining first aid packs, compiling and preparing reports, communicating with administration as warranted, and attending field trips for children with medical concerns as assigned and delegated by School Nurse.
- Other duties as assigned.

*Nonexempt employees are eligible for paid overtime over 40 hours per pay week. However, a nonexempt employee may not work overtime without supervisor permission. A nonexempt employee may only work the hours that they are scheduled to work.

Updated 10/2022