

**HOOD RIVER COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: Instructional Assistant – Nurse/CNA**

**Purpose Statement/s:**

The job of “Instructional Assistant- Nurse/CNA” is done under the direct or indirect supervision of a licensed staff member for the purpose/s of assisting in the instruction and supervision of students. **Employees in this classification do not supervise others.**

**Essential Job Functions:**

- Assists licensed staff members for the purpose of instructing students, individually and in small groups, by implementing lesson plans, instructional activities; administering tests; teaching library skills; and planning.
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- **Provides personal care and assistance to students for the purpose of helping students to access their education, which may include toileting, personal hygiene, feeding, positioning, mobility, and delegated nursing and/or therapy services.**
- Maintains classroom equipment, student’s files, records, etc. for the purpose of ensuring availability of items as may be required.
- Performs limited clerical functions directly related to the instructional assignment for the purpose of instructing students (i.e. preparing materials, instructional records for student files, communication with parent, etc.).
- Participates in various meetings for the purpose of sharing information and/or improving one’s skills/knowledge

**Other Job Functions:**

- Administers tests for the purpose of assisting licensed staff member in evaluating students’ progress.
- Confers with licensed staff members, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students’ progress and/or implementing of students’ objectives
- Participates in various meetings for the purpose of sharing information and/or improving one’s skills/knowledge
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., small groups, special needs children, computer labs, physical and/or occupational therapy, and/or talented and gifted.)

**Job Requirements - Qualifications:**

**Experience Required:** Prior job related experience paid or volunteer with school age children.

Skills, Knowledge and/or Abilities Required:

**Skills** to perform instructional activities, communicate with parents, students, staff and community, basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling, and perform basic clerical functions,.

**Knowledge** of principles of child development, instructional processes.

**Abilities** to sit and/or stand for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include **lifting/reaching/handling**, talking/hearing conversations, near/far visual acuity.

- Education Required: High School diploma or equivalent; 72 quarter hours of accredited college education.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and district drug and/or alcohol testing, CNA or Nurse License.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk             None             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                       None             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                     None  1-3 hrs             3-5 hrs             5-8 hrs
  
- 2. Employee may use hands for repetitive:  
 Single Grasping             Pushing and Pulling     Fine Manipulation
  
- 3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                             No
  
- 4. Employee may need to:
  - a. Bend                     Frequently     Occasionally     Not at all
  - b. Squat                    Frequently     Occasionally     Not at all
  - c. Climb Stairs            Frequently     Occasionally     Not at all
  - d. Lift                      Frequently     Occasionally     Not at all
  
- 5. Lifting:
  - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: May require two-person lift of students, transfer or lift students.