

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: C N A

SALARY: To Be Determined

REPORTS TO: Principal/Special Populations

PURPOSE STATEMENT

To assist the school staff in medication administration, minor first aid administration, and other medical support as needed.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Assist in the physical care, health needs and safety of students;
- Work closely with district nursing staff to ensure medically fragile students are appropriately cared for;
- Perform organizational and clerical tasks as assigned;
- Communicate clearly and make independent decisions within established policies and procedures;
- Establish and maintain cooperative working relationships;
- Participate as an effective team member;
- Participate in professional growth activities;
- Comply with district's rules and policies;
- Perform physical requirements unaided or with the assistance of reasonable accommodations;
- Perform job-related tasks as designated by teacher;
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles of learning and appropriate teaching in health education.
- Individual and group counseling to students and staff in health related matters.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Act as a resource to students, families, staff and the community regarding health services, health education, and a healthy environment.
- Establish and maintain effective working relationship with employees, students, parents, and the public.
- Ability to follow directions and learn new procedures.
- Ability to provide care for student's physical needs.
- Ability to project a friendly and supportive attitude.
- Ability to present professionalism
- Ability to communicate thoroughly with students, staff, and parents
- Ability to Demonstrate patience as students with special needs learn at various levels
- Ability to Express passion for working with children to promote personal and educational growth

EDUCATION AND EXPERIENCE

Must have CNA certification -OR- minimum of 30 college credits earned
Demonstrate effective verbal and written communication skills.

CERTIFICATION

Ability to obtain a CPR and First Aid training certification.

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

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.

Required Testing

- Drug Test

Clearances

- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment & Staff"
900 Gerry Street
Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER