



*"Preparing for the Future, One Child at a Time"*

# SUPPORT STAFF

<b>POSITION</b>	<b>HEALTH ASSISTANT - NORTHSIDE ELEMENTARY</b>
<b>DESCRIPTION</b>	<p>The Health Assistant provides basic health services for both acute/chronic illness and emergency care for students and staff according to the District policies and procedures for health services. This individual also provides assistance to the District Nurse in the operation of school health services including screenings, referrals, documentation of emergency plans, medical and immunization records as well as being proficient in the administration of oral, topical medications and some injectable type medications.</p> <p>An essential skill for District personnel is the ability to communicate effectively, in both a verbal and written manner to students, parents and staff. The selected candidate must have a high level of professionalism, be detail oriented, possess excellent people skills and be able to maintain confidentiality at all times. The candidate must have first aid skills, be able to use critical thinking skills and respond quickly in emergency situations both inside and outside of the school building.</p> <p>Computer skills in word processing, excel and the internet are also essential.</p>
<b>QUALIFICATIONS</b>	<p>One-year of health care experience is required, preferably Pediatrics, Emergency Room, Family Practice, School or Public Health. LPN or RN license is preferred; will also consider Certified Medical or Nursing Assistant with experience in the above areas of practice. CPR certification is also required.</p>
<b>CONTRACT</b>	27.5 hours per week/36 week per year - Pay range \$21.86 - \$25.03/hour
<b>SUBMIT</b>	Letter of interest Resume 3 Current letters of reference - dated within the last three-years.
<b>TO</b>	<b>PLEASE SEND LETTER OF INTEREST TO;</b> Joe Monroe, Director of Pupil Services 923 16 <sup>th</sup> Avenue, Suite 3 Monroe, WI 53566 608-328-7155 (phone) <a href="mailto:joemonroe@monroe.k12.wi.us">joemonroe@monroe.k12.wi.us</a>
<b>DEADLINE</b>	May 31, 2024

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.