



Pickens County Schools

Job Descriptions

CLINIC PARAPROFESSIONAL *(Contracted through ESS)*

Title/Position: Paraprofessional aide in School Clinic

Retirement: Contracted Employees through ESS

Terms of Employment: 180 Days

Reports to: ESS, Principal, and Director of Health Services

Qualifications:

1. To meet the regulations as set up by board.
2. Ability to attain a Paraprofessional certificate through the PSC.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Work with the school nurse to contact trace positive COVID-19 cases
- Work with the school nurse to report data to the Department of Public Health
- Work with the school nurse to contact Parents/Guardians when necessary
- Work with the school nurse to properly file
- Work with the school nurse to fulfill all data collection
- Serve as the manager of the school clinic in the absence of a school nurse
- Participates in professional development training program as applicable
- Other duties and responsibilities as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Non-Exempt