



Job Title: **Certified Nursing Assistant**

Department: **CTEC**

Supervisor: **Principal**

Lane Placement: **ESP Lane 3**

Schedule: **Varies**

Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of Principal and Certified Nursing Assistant (CNA) Instructor, the certified nursing assistant position assists with teaching nursing care techniques, CNA program processes, medical procedures, medical terminology, and administrative roles of a CNA. This position may lead small group discussions and activities with students.

ESSENTIAL FUNCTIONS

- Assists in school events at the direction of the principal.
- Requires ability to work effectively with staff and students.
- Requires ability to exercise emotional control in difficult situation.
- Requires desire and aptitude for training and development in basic behavior management instruction and a general knowledge of the field of medicine.
- Requires ability to solve a variety of problems relating to individual student needs and behaviors. Problem solving is guided by policies and procedures set by administration and the licensed teachers.
- Requires knowledge CNA and the professional standards affiliated with the profession.
- Utilization of medical devices as trained and needed (e.g., catheters, syringes, feeding tubes).
- Utilization of specialty equipment as train and needed (e.g., bikes, walkers, medical assistive devices, PT and OT devices).
- Data Collection.
- Keep current with information and skills in teaching field.
- Advise teacher as to required supplies as needed for the classrooms or labs.
- Interact with clinical sites to ensure that policies and procedures specific to the sites are being followed.
- Facilitate applicable CNA skills training.
- Assist with the delivery of instruction based on skill sets as mandated by the state of Utah and to build knowledge and develop clinical skills aimed at assisting students to obtain the C.N.A. license.
- Participate in regular meetings and communications with the teacher, and program partners in order to collaborate, align instruction, monitor students' progress and identify issues they may have while attending classes.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Required to be a current Utah state Certified Nurse's Assistant. Verification may be requested.
- Incumbent must demonstrate competence in reading, writing and math.
- Job requires good interpersonal skill. Interacts with students, parents, and staff.
- Job requires communication based on student needs and educational program.
- Proficiency in all MS Office products.
- Demonstrated effective oral and written communication skills.
- Personal and professional integrity which communicates a sense of mission, leadership, and ability to self-start.
- Proven ability to deal effectively, cooperatively and tactfully with students, business/industry, government and patrons, faculty, staff, administrators.
- Knowledge of HIPAA regulations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift minimum of thirty (30) pounds.
- Prolonged period of standing in a teaching environment. Work inside a well-lighted and air conditioned area most of the time.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of fifty (50) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020