



Circle of Seasons Charter School

A member of the Alliance for Public Waldorf

School Year: 2020-21

Position Open: School Health Assistant

Circle of Seasons Charter School, a Public Waldorf School, seeks a School Health Assistant for the 2020-21 School Year. The School Health Assistant will function as an assistant to the Certified School Nurse (CSN) in completing some or all of the following: Clerical tasks including maintaining health records, medical assistant, health screening, vital sign screening, physical transfer of student into and out of wheelchair and use of assistive devices, telephone calls to parent/guardian to report student visit and/or need to pick up from school, first aid and coordination of activities within the school environment.

Essential Duties and Responsibilities:

1. Initiate, maintain, and update student medical and health records and databases on an on-going basis as directed by the CSN.
2. Maintain and update student immunization records.
3. Provide basic first aid and emergency care to ill and injured students as directed by the CSN.
4. Assist and participate in health screening programs.
5. Perform accurate vital signs on students seen in the health room.
6. Assist in maintaining a clean and healthful environment.
7. Works with CSN in a team approach.
8. Responds constructively to supervision.
9. Relates positively to students, parents, and colleagues.
10. Perform other tasks as may be deemed appropriate and necessary by the CSN or Principal/CEO.

Qualifications:

1. High school diploma or general education degree (GED)
2. Current CPR certification (required)
3. First Aid training (required)
4. Knowledge of Universal Hygiene Precautions
5. Such alternatives to the above qualifications as the Principal/CEO may find appropriate and acceptable.

Physical Requirements



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Sitting, standing, lifting, carrying (up to 50 pounds), reaching, squatting, crawling, kneeling, and moving light furniture may be required.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate equipment including laptop computers, vision and hearing equipment, basic vital signs equipment, assistive devices, wheelchairs, and other equipment as needed for emergency response.

Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated, well-organized, and able to complete job assignment without direct supervision. Job responsibilities include both inside and outside duties. Must be able to work under stressful conditions.

Circle of Seasons is a public Waldorf K-7 school located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

The salary for this position is \$34,500 and includes participation in the 403b retirement plan and healthcare benefits. Background clearances, physical examination and TB test will be required.

Please forward a letter of interest, resume, and statement of your personal philosophy of education to Kim McFarland at kmcfarland@circleofseasons.org

Equal Opportunity Policy: Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel.