



Lake Country School District
1800 Vettelson Road, Hartland, WI 53029
Phone: 262-367-3606 | FAX: 262-367-3205
www.mylakecountryschool.org

EMPLOYMENT POSTING

Position: **Attendance Secretary/Health Room Aide**

School: **Lake Country School**

Current or New Position: **Current Position**

Temporary or Permanent Position: **Permanent**

Hours or F.T.E.: **20 Hours/Week**

Number of Openings: **2 - 1 (7:30 a.m. - 11:30 a.m.) 1 (11:15 a.m. - 3:15 p.m.)**

Position Open Until: **Until Filled**

Position Start Date: **August 26, 2024**

Salary/Wage: **\$17.00/Hour**

Job Qualifications and/or Special Requirements

This position serves as a point of contact for students, staff, parents, and other visitors to the school. The role involves providing clerical and health room support as assigned. Duties may change based on the needs of the position and school business. The scope of responsibilities will vary depending on the health needs of the student population, and duties are subject to change.

When the District Nurse determines that certain tasks may be delegated to the health room assistant, such delegation shall be under the direct or indirect supervision of the District Nurse and consistent with the Wisconsin Board of Nursing Regulation. The Administrator and the District Nurse assign responsibilities to the health room assistant under the provision of the Wisconsin Nurse Practice Act.

KEY DUTIES AND RESPONSIBILITIES:

1. Greets all students, visitors, parents, vendors, and community members who enter the school or present themselves at the front desk for assistance. Directs them to the proper area or assists them with their needs.
2. Answers the phone lines, and transfers calls or takes messages when necessary.
3. Together with the School Secretary, keeps accurate daily attendance for students. Takes calls off the attendance line and checks in/out students. Inputs information in the district's SIS. Sends a daily email to all staff indicating staff and student absences and any substitutes in the building.
4. Distributes incoming mail from the post office.
5. Assists in monitoring students when sent to the office for discipline reasons.
6. Assist students in the health room under the direction of the School Nurse, following all health room policies and procedures. Provide basic first aid care. Contact parents of ill or injured children promptly. Administer medications, carry out nursing procedures, and monitor children with health conditions as delegated by the District Nurse after receiving the required training. Report or record all illnesses and injuries in the district's SIS and make them available for professional review, care, and/or follow-up by the District Nurse and the School Administrator.
7. Monitors, reports and documents student health-related information appropriately and maintains an up-to-date master file of student's critical medical alerts. Updates the master file and the district's SIS with new information as it becomes available from parents/guardians.
8. Reports major health concerns to the school Administrator and/or District Nurse within appropriate time limits. Provides an ongoing communication to the District Nurse.
9. Distributes information and forms to parents/guardians.
10. Checks all student files for state requirements of immunizations. Notifies those who need further immunizations and completes a state report each year.
11. Prepares field trip emergency packs as needed.
12. Initiates and distributes accident reports according to school policy.
13. Maintains a clean and orderly health room and office desk space.
14. Maintains inventory of health room supplies/emergency equipment. Submits orders as needed.
15. Maintains staff and student information confidentiality and follows HIPAA rules and regulations.
16. Other duties as assigned.

Additional Requirements: Apply through WECAN #210057