
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**CLINIC ASSISTANT
ALL CAMPUSES**

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- Related experience and/or training; or equivalent combination of education and computer/office experience a plus
- Certification in First Aid, Cardiopulmonary Resuscitation and AED use
- Blood-borne Pathogen/HIV Training
- Hepatitis B Immunization Series or Declination
- Training for Unlicensed Diabetes Care Assistant must be provided before the beginning of the school year or as soon as practicable

MAJOR PERFORMANCE RESPONSIBILITIES:

- Displays a high level of accountability in job performance with minimal or no error
- Dispenses prescribed oral medications, inhalers and emergency medications according to District policies and procedures; maintains accurate log of medications dispensed
- Performs basic first aid and emergency care according to District policies and procedures
- Documents direct care provided to students
- Communicates student's complaints to the Registered Nurse to insure safety and appropriate care/coverage
- Assists the Registered Nurse in communicable disease prevention and control programs
- Maintains an efficient and safe clinic including infection control procedures under the supervision of the Registered Nurse
- Uses universal precautions when providing care
- Shares appropriate health information regarding students and teachers with the Registered Nurse and maintains confidentiality of information
- Refers health counseling and medical emergency needs to the Registered Nurse
- Performs all other duties and tasks as assigned

TERMS OF EMPLOYMENT:

HOURLY: \$9.68-\$11.96 **PAY GRADE:** C1 **WORK DAYS:** 183

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER