

### **Job Description: Certified Nursing Assistant**

Under the direction of the site or District administrator, the Certified Nursing Assistant (CNA) strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The CNA performs a variety of specialized health care services for students.

#### **Major duties and responsibilities:**

- Delivers specialized health care procedures and medical treatment not requiring a nursing license to students, on an as needed basis and in accordance with guidelines
- Provides restroom, feeding, lifting, and wheelchair assistance
- Uses medical equipment related to CNA duties and for which they are qualified and trained to meet the needs of assigned student(s)
- Administers first aid in emergency situations as necessary
- Monitors and records student's daily activities
- Under the supervision of the School District Registered Nurse (RN), or designee, administers medication as prescribed by a physician and in accordance with established guidelines
- Collects and compiles oral and written information for logs and other record keeping requirements
- Observes and reports changes in a student's condition or behavior
- Consults with the School District School Registered Nurse (RN), as necessary
- Performs related duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of basic computer skills and modern office methods and procedures
- Knowledge and ability to correctly apply identified rules, policies, and practices in a variety of procedural situations
- Ability to learn updated computer procedures and technology
- Ability to write sufficiently to prepare letters and memoranda using proper English grammar
- Ability to follow oral and written instructions without close supervision
- Ability to maintain positive and effective work relationships with those contacted in the performance of required duties
- Ability to communicate orally in order to convey general person-to-person information
- Ability to accurately add, subtract, multiply, and divide fractions and whole numbers.



4111 Las Virgenes Road,  
Calabasas, CA 91302  
(818) 880-4000 • Fax (818) 880-4200  
<http://lvusd.org>

**Supervision/Evaluation:**

Under the supervision and direction of the site or District administrator.

**Education and Experience Required:**

- High School graduate or equivalent required
- CNA Certification required
- Possess and maintain CPR/First Aid certification
- Possess and maintain a valid California Driver's License
- Driving record must satisfy school insurance requirements, as well as district, state and other requirements for driver safety.

**Working Conditions:**

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels
- Temperature extremes
- Potential contact with cleaning agents
- Health office environment; subject to exposure to communicable diseases.

**Physical Abilities:**

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift/carry up to 50 pounds, and up to 70 pounds with assistance, occasionally
- Able to push and pull objects weighing up to 80 pounds
- Able to stand on hard flooring for sustained periods of time
- Able to walk on hard flooring for sustained periods of time
- Able to push and /or pull a variety of tools and equipment
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies

*Every Kind of Excellence, Every Kind of Future*

Certified Nursing Assistant: Board Approved 8/8/23



# Las Virgenes Schools

4111 Las Virgenes Road,  
Calabasas, CA 91302  
(818) 880-4000 • Fax (818) 880-4200  
<http://lvusd.org>

- Visual capability to observe
- Able to move around school environment independently
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation
- Work with disinfectants, sanitizers, and medicinal chemicals without allergic reaction.