



## JOB ANNOUNCEMENT

**Position Title:** FASA (First Aid Safety Assistant) /Reception

**Salary Range:** negotiated and based on qualifications and experience

**Posted:** May 14, 2009

**Closing Date:** Open until filled

**Application Procedure:** Applicants must provide the following items to be considered:

1. Letter citing the applications qualifications for the position
2. EKA Employment Application (available at [www.ekacademy.org/jobs](http://www.ekacademy.org/jobs))
3. College or University Transcript, if applicable

Completed Applications should be submitted to:

Explore Knowledge Academy Charter School

c/o Executive Director

1711 Whitney Mesa Drive, Ste 140

Henderson, NV 89014

**Note: Incomplete applicant packets will not receive consideration.**

### JOB RESPONSIBILITIES

- Involves providing first aid and maintaining health related records.
- Renders basic first aid to students and maintains accompanying records.
- Contacts parent(s)/guardian(s) and medical personnel (ambulance and hospital) in emergencies and maintains accompanying records, as directed.
- Assists with vision, hearing, and dental screening; records screening information on health cards.
- Reviews health cards and consults with a school nurse about health concerns.
- Responsible for the confidentiality of medical information.
- Tracks and reports blood borne pathogen incidents, as directed.
- Assists with the administration of medication to students according to school procedures.
- Updates and maintains health records and immunization records.
- Responds to requests for first aid supplies.
- Prepares and maintains health related letters, reports, and information on forms, as directed.
- Monitors or checks assigned areas to assist in enforcing safety and disciplinary rules (playgrounds, hallways, etc.), as determined by the supervisor.
- Serves as health & safety designee, as determined by the supervisor.
- Ability to participate and complete initial and ongoing FASA awareness training/staff development.
- Prepare, organize, and maintain accurate health records or reports.
- May administer first aid and/or CPR/AED, as necessary.
- Performs other tasks related to the position as assigned.

Supervisor: School Nurse and Site Director