

## **STEM School Highlands Ranch Opening**

**Position:** Health & Front Office Assistant (Full Time - 172 days/year)

**Start Date:** July 2024

**Salary range:** \$17.54 to \$26.65/hour (DCSD CLS 10)

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. Don't just read about our school; [See what we do every day!](#)

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status or any other status protected by applicable law. We strive to maintain a work environment that is free from unlawful harassment and discrimination.

### **We believe:**

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

### **What we expect:**

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

### **What you can expect:**

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

**Benefits:** STEM School Highlands Ranch offers employer-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, PTO (based on years of service).

### **Directions:**

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email [careers@stemk12.org](mailto:careers@stemk12.org).

**Position Description:**

As the health assistant you will positively represent the school and its mission to the students, staff, and community. You work collaboratively with the receptionist and office assistants to ensure the needs of our stakeholders are met.

**Position Requirements:**

- Ability to work cooperatively with all school staff and administration
- Serves as a liaison between teachers, administrators, parents and community health care providers
- Monitors and supervises delegated nursing tasks, which could include:
  - Provides for the care of acute health care needs, including emergencies
  - Able to perform delegated procedures in accordance with the student's healthcare plan and the training by the School Nurse Consultant: such as supervision or assistance with daily management of a student's diabetes, asthma, and severe allergies as backup.
  - Provide first aid for students per District guidelines, including caring for head injuries, fractures and lacerations.
  - Prepare medication for students attending field trips.
  - Maintain appropriate documentation for all health room procedures, including medications, delegated procedures, and first aid in accordance with District guidelines.
  - Supports school nurse with screening programs including vision and hearing
  - Manages medication administration, including maintaining prescription medications, written authorization from health care practitioner, written parental permission, documentation of medications administered, and annual training for unlicensed assistive personnel to administer medications
  - Manages and maintains confidential student health records and complies with FERPA privacy regulations
  - Help manage communicable disease outbreaks
  - Directs the immunization program per School Nurse
- Assists with Front Office Staff Needs that includes:
  - Answering phone calls, logging attendance, politely greeting visitors, helping answer questions or direct questions to the appropriate staff member, assisting receptionist when needed, etc.
  - Provide support to the receptionist, helping with front office tasks that are assigned.
  - Assist students and families sign in and out of school, assist with tracking and logging attendance.
  - Assist administration with school event planning as needed.
- Other duties as assigned

**Required Qualifications**

- Ability to maintain the highest level of confidentiality and professional conduct.
- Proficient with Google Suite.
- Ability to learn new systems quickly and efficiently.
- Communicate effectively, orally and in writing.

**Essential Physical Requirements:**

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes

- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

**Schedule:**

- After school
- Day shift
- Monday to Friday

**Work Location:** In person

This position will be open until filled, but will not be open past: July 12, 2024