

**Letter of Agreement
between the
Anchorage School District
and the
TOTEM ASSOCIATION**

It is hereby agreed and understood between the parties that the following positions along with their prospective pay range are amended to the current collective bargaining agreement.

The provisions of this agreement, unless otherwise stated, shall be effective on the date of signature set forth below.

Position Title: **School Nurse Assistant**
Range: **10**

For the ASD:

Andrew Sundboom
_____ 11 / 19 / 2024
Andrew Sundboom Date
Sr. Director, Employee & Labor Relations

For TOTEM:

Sandy Thompson
_____ 11 / 19 / 2024
Sandy Thompson Date
President

Title: School Nurse Assistant
Organizational Unit: Healthcare Services
Bargaining Unit: TOTEM
Range: 10
Position Code: NURAST
PCN: NURAST

Job Summary

The School Nurse Assistant assists the assigned school(s) in providing health or medical services to students, while implementing a school's health program. The position has a retirement association with the Public Employees' Retirement System (PERS).

Job Requirements

The following are required:

1. High School Diploma or Equivalent.
2. A current CPR/AED certification within 45 days of hire.
3. Proficiency with computers, including the ability to use hardware, and electronic medical record and Microsoft products used by ASD.
4. Ability to safely move medical equipment and devices.
5. Ability to identify student health situations that require higher level nursing assessments based on scope and standards of practice.
6. Ability to walk, stand, lift, or stoop as needed to provide health services for students.
7. Excellent oral and written communication skills.

The following are preferred:

1. A current Alaska certification as CNA or CMA.
2. Experience using a thermometer, stethoscope, sphygmomanometer, audiometer, Sloan eye chart for visual screening, and AED.

Essential Job Functions

1. Maintains, monitors, and moves medical equipment.
2. Assists the school nurse in implementing a school's health program
3. Collaborates with healthcare services, the building principal, counselors, teachers, and parents regarding the health needs of students.
4. Maintains daily contact with students and staff, and frequent contact with delegating nurse, parents/guardians and Healthcare services as needed.
5. Provides direct care for students (under the nurse assistant scope of practice) with chronic conditions according to individual health care plans established by the delegating RN. Student specific health related direction by the delegating RN, Nurse Coordinator and Director of Healthcare Services.
6. Collaborates with the delegating RN in developing individualized health plans and emergency plans for students with chronic conditions and notifies delegating RN of changes in medical conditions.
7. Maintains accurate and confidential records.
8. Monitors and reports safety concerns in school building.

Physical /Mental Demands The physical demands of this job require frequent standing, walking, sitting, speaking and hearing. Specific visual abilities are also required. The employee is regularly required to

reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualified physical or mental disability.

Work Environment Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District (ASD) employees must possess the ability to read and write in English. This also includes the ability to communicate in English with school staff, co-workers, and the public; as well as have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.


Offers of employment are contingent upon completion of a satisfactory criminal background check. For certificated positions, this is in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

This position may be required to work in ASD facilities on the military installations (JBER). Please visit the government [REAL ID](#) website for additional information.

The Anchorage School District is an equal employment opportunity employer.

Signature Certificate

Reference number: IECXE-NYD5H-JM37M-TCE3H

Signer	Timestamp	Signature
Andrew Sundboom Email: sundboom_andrew@asdk12.org Sent: 19 Nov 2024 21:56:03 UTC Viewed: 19 Nov 2024 21:56:10 UTC Signed: 19 Nov 2024 21:56:18 UTC		
Recipient Verification: ✓ Email verified	19 Nov 2024 21:56:10 UTC	IP address: 74.114.83.87 Location: Anchorage, United States

Sandy Thompson Email: thompson_sandra@asdk12.org Sent: 19 Nov 2024 21:56:03 UTC Viewed: 19 Nov 2024 22:03:40 UTC Signed: 19 Nov 2024 22:08:23 UTC		
Recipient Verification: ✓ Email verified	19 Nov 2024 22:03:40 UTC	IP address: 216.67.91.91 Location: Anchorage, United States

Document completed by all parties on:
19 Nov 2024 22:08:23 UTC

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