



Mission: All children thrive.

Position	School Health Office Assistant
School	CPSC K-8 Campus 724 Foster Street & 1001 North Street Durham, NC 27701
Compensation	\$27,200 per year NC State Employees Retirement Employee paid Medical, Dental, Vision & Supplemental Insurances
Employment Status	10 Month, Full-Time (40 hours a week)
Start Date	July 1, 2026
<p>Application Deadline: We will accept applications until we find just the right candidates! As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.</p>	

Position Summary

Central Park School for Children is looking to hire a Health Office Assistant to work with our full-time school nurse as she leads the school community and oversees all school health policies and programs in conjunction with the Wellness Team, School Administration and Board.

The School Health Office Assistant supports the implementation of school health services in alignment with North Carolina Department of Public Instruction (NC DPI) and NC Division of Public Health guidelines. The position provides basic health care, clerical support, and student monitoring under the direct supervision and delegation of a licensed school nurse (RN).

This role contributes to maintaining a safe and healthy learning environment by assisting with student care, managing health records, and supporting compliance with North Carolina school health laws and policies.

With the knowledge that healthy children are successful learners, our Health Office Assistant will assist the school nurse to advocate for the physical, emotional, mental, and social health of our students.



Essential Duties and Responsibilities

Student Health Services (Under RN Supervision)

- Provide basic first aid and care for students who are ill or injured.
 - Perform delegated health procedures (e.g., medication administration, glucose checks, EpiPen use) in accordance with nurse delegation and NC law.
 - Assist students with special health care needs, including hygiene, feeding, mobility, and monitoring if needed.
 - Observe students for signs of illness, injury, or communicable disease and report concerns to the school nurse.
 - Respond appropriately in emergencies and follow established school protocols.
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Health Records & Legal Compliance

- Maintain accurate, confidential student health records, including visits, treatments, and medication logs.
 - Assist with tracking immunization records and required health documentation.
 - Support compliance with North Carolina health assessment requirements for school entry.
 - Ensure compliance with FERPA, HIPAA (as applicable), and state/local policies.
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Screenings & Preventive Health

- Assist with vision, hearing, and other health screenings as directed by the school nurse.
 - Record screening data and report results per established procedures.
 - Support communicable disease monitoring and prevention efforts within the school.
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Communication & Collaboration

- Communicate with parents/guardians regarding student illness or injury as directed by supervising RN.
 - Collaborate with teachers and staff regarding student health needs and accommodations.
 - Support coordination between school, families, and healthcare providers when directed by the nurse.
 - Strong team player with school nurse, administrators, parents, and teachers
 - Attend faculty meetings and conferences as needed
 - Engage in the wider life of the School
 - Strong commitment to, belief in, and alignment with CPSC's mission and values
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Health Office Operations and Job Competencies

- Maintain a clean, safe, and organized health office environment.
- Monitor and restock medical supplies and equipment.
- Complete clerical duties including filing, data entry, and reporting.
- Assist with incident/accident documentation.
- Time management – ability to organize and manage multiple priorities

CENTRAL PARK SCHOOL FOR CHILDREN



- Excellent interpersonal and communication skills; ability to maintain consistent relationships with students and families
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Minimum Qualifications

- High school diploma or equivalent
 - Medical background as a Certified Nurse Assistant, EMT, or Medical Assistant preferred
 - Current CPR/AED/First Aid certification (certification provided free of cost at school)
 - Ability to meet NC school employee health and background requirements
 - Experience in healthcare, childcare, or school setting preferred
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Knowledge, Skills, and Abilities

- Working knowledge of first aid and basic health care practices
 - Ability to follow detailed medical instructions and delegated procedures
 - Ability to maintain strict confidentiality
 - Effective communication and interpersonal skills with students, staff, and families
 - Ability to remain calm and respond appropriately in emergencies
 - Basic computer skills and ability to maintain electronic records
 - Time management – ability to organize and manage multiple priorities
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Supervision & Scope of Practice

- Works under **direct supervision of a licensed Registered Nurse (RN)**
 - May only perform medical tasks that are **delegated and trained by the RN**
 - Refers all complex or non-routine health concerns to the school nurse or administration
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Working Conditions

- Frequent interaction with students, including those who are ill or have special health needs
 - Exposure to communicable illnesses and bodily fluids
 - May require lifting, standing, and assisting students with mobility
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Disclaimer

This job description is not intended to be all-inclusive. Duties may be modified or assigned based on school needs, NC DPI updates, or public health guidance.

ABOUT OUR SCHOOL:

Child-Centered Goals for Children

- Each child feels honored and nurtured, and valued for their uniqueness.
- Children express understanding of, curiosity about, and respect for the richness of their diverse community.
- Children’s project work and explorations demonstrate their inherent curiosity and imaginations. Children communicate their ideas related to their understanding of their world and the world around them.
- Children demonstrate their capacity for kindness, empathy, generosity, and honesty.
- Children demonstrate their ability to explore, understand, and change the world through learned content and skills in math, language arts, scientific method, social studies, critical thinking, problem solving, and community service projects.
- Children learn and express themselves through play, art, music, dance, drama, and creative writing.
- Children learn to cherish and protect the world through engagement in outdoor learning including gardening, games, imaginative play, and exploration of the natural world.

As we envision a Durham where all children have the resources they need to thrive, and as we empower children as critical thinkers who lead lives of greater justice and equity, these are our commitments to our faculty and staff:

CPSC Administration commits to:

1. Provide opportunities to practice, design and share pedagogy and curriculum that is culturally relevant to your students’ lives, and is socially transformative for the student, the school, and the community.
2. Distribute leadership responsibilities and build leadership skill capacities among staff and faculty.
3. Provide opportunities for you to deepen your understanding of society, especially the inequities people of color and other marginalized groups face.



4. Evaluate, coach, and support you to increase your efficacy, with a particular urgency and emphasis on racially equitable and just practices.
5. Care for the social, emotional and physical well being and health of our faculty and staff through direct support and services.

Faculty and staff commit to:

In their Relationships:

1. Strive to respect and love each student as if they are a member of their own family.
2. Honor, understand, and be responsive to students' learning differences, and exhibit curiosity about students' interests, dreams, desires, and cultural practices.
3. Be caring, committed, and collaborative with students, peers, families, and community partners.
4. Create an open-door policy for their classrooms or office spaces, believing that more visitors mean a greater chance for improvement and perspective.
5. Foster and invest in relationships with families, particularly families of color, by demonstrating interest in their culture and ways of knowing (e.g., attending community events they frequent, making special efforts with families outside of school time, going to students' performances and sporting events, learning about the events they attend).

In their Growth:

1. Exhibit a growth mindset and be responsive to feedback from peers, management, and parents.
2. Be ethnographers of our community to understand the strengths and challenges facing our students.
3. Embrace the challenge to discuss, self-examine, and disrupt where racism, sexism, and other forms of oppression impact our students' school experience.
4. Be vulnerable, lean into discomfort and exhibit fearlessness as they prioritize the mental, emotional, and cognitive health of all students, especially students of color.

In their Pedagogy or Practice:

1. Design authentic and engaging lessons around people who have fought, outsmarted, and crippled oppressive systems, so that students can learn how to become agents of change.
2. Prioritize and center the cultures and histories of students of color as the basis of learning expeditions and projects, at least as often as white culture is centered.
3. Create inclusive multilingual spaces where all languages and dialects are valued equally, so student and families' voices are heard and included.
4. Design and include families in pedagogy that deepens students' knowledge and love of self, culture, their ancestors, and the world around them.



5. Effectively implement culturally relevant Project Based Learning curriculum design and assessments.
6. Consistently assess student progress, communicate growth to students and families, and guide supportive interventions for students who are struggling academically, socially, or emotionally.
7. Consistently implement support plans to maximize success for all students.
8. Maintain an engaging and culturally relevant classroom or work space that amplifies student learning and community involvement.

If these commitments speak to your passion and skills as an educator and leader, please apply to teach at CPSC.

Application Procedure:

1. Email your **cover letter** (please indicate the subject area(s) you are qualified to teach), **resume** and **other materials** that showcase your practice to jobs@cpsfc.org.
2. After review and selection, qualified applicants will be invited to participate in an interview and observation visit on campus.