Recommended Qualifications for the Unlicensed Assistive Personnel (UAP)

**Education**
- High school diploma or equivalent or higher
- Ability to read English
- First aid & CPR certified
- Office management skills
- Other pre-employment training determined by the school district

**Personal Attributes**
- Reports to work as scheduled
- Understands & follows school policies and guidelines
- Understands & follows all delegated care tasks
- Willing to assume responsibility for the assigned tasks
- Works within UAP job description
- Adaptable to various school situations
- Possesses common sense

**Interpersonal Attributes**
- Genuine liking of children & ability to work with them
- Able to establish rapport with students, families, & school personnel
- Maintains confidentiality of information
- Communicates clearly - written & verbal
- Willing to be supervised by the school nurse
- Introduces self as health care assistant (not the nurse)

**Emergency Effectiveness**
- Stays calm when the unexpected occurs
- Demonstrates good judgment when unexpected problems arise
- Knows when to call emergency medical services &/or the school nurse