

Title:	Health Office Assistant	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	183	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 29 <input type="checkbox"/> CSEA 860	

**DEFINITION**

Under supervision of the site administrator, provides a variety of health office support activities to an assigned school site, including word processing, data entry, student health information database system maintenance, telephone, record keeping, report preparation; administers basic first aid and provides health services to students and staff in accordance with State laws and established District regulations and procedures; conducts routine and emergency health assessments, treatment, and referral services; assists in prevention, detection, and correction of health related problems; provides information and assistance to students, parents/guardians, and the general public; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned site administrator.

**ESSENTIAL FUNCTIONS**

- Performs a wide variety of clerical duties to support school site operations as relates to the health office, including word processing, filing, preparing records and basic reports, and ordering and maintaining health office supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of forms, records, and files.
- Prepares and distributes a variety of documents; ensures proper filing of copies in departmental or central files.

- Answers and screens telephone calls; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints; directs callers to appropriate District staff as necessary.
- Utilizes assigned student information database or other assigned databases to input data, create queries, transfer data between databases, and produce a variety of lists, charts, tables, files, records, and reports; verifies and ensures accuracy, completeness, and integrity of computerized data and reports.
- Prepares and maintains health records; ensures accuracy and proper maintenance of student health records and files manually and in computerized information systems; files and retrieves information from computer health application systems as required.
- Administers basic first aid, Cardiopulmonary Resuscitation (CPR), and routine and emergency health assessments, treatment, and referral services in accordance with established State laws and District regulations and procedures.
- Administers prescribed medication with the exception of injections to students according to physician's instructions; may volunteer to attend trainings for specialized health care procedures; with training may volunteer to be the designated person to administer specialized health care procedures for which they were trained to ensure compliance with State legislation.
- Assists with scheduling health and developmental assessments and follow-up, including vision, hearing, and dental assessments and checking for head lice; processes requests and sends referrals for screenings.
- Notifies teachers and parents/guardians of health concerns as needed.
- Evaluates, maintains, and updates a variety of health related records and files, including student health and immunization records, emergency medical records, accident/incident reports, and health and disability reports.
- Provides referral information and assistance to students and parents/guardians related to District and local health and social service providers.
- Monitors medication and medical supply expiration dates; properly disposes of expired medications.
- Updates and maintains student health files and records.
- Composes, types, formats, and proofreads a variety of documents.
- With training, assist and monitor students with blood glucose readings.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- School office administrative practices, procedures, and terminology.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Worksite/District first aid procedures.
- Office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical assistance operations.

- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

**Ability to:**

- Administer first aid, CPR, and routine and emergency treatment procedures.
- Administer physician prescribed medication and treatment.
- Implement a variety of activities related to health education programs.
- Compose correspondence and reports independently or from brief instructions.
- Organize and maintain highly detailed, confidential student records, files, and databases.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Maintain confidentiality.
- Type with accuracy at a rate of 45 words per minute.

**Education and Experience:**

- High School Diploma or equivalent to the completion of the twelfth (12<sup>th</sup>) grade
- Experience working in a health/nursing profession or related field preferred.

**Licenses and Certifications:**

- Possession of American Red Cross First Aid Certificate and CPR Certificate or equivalent. Must maintain and renew certification per the American Red Cross guidelines.
- Possession of, or ability to obtain, a valid California Identification Card or Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

<b>Activity</b>	<b>Frequency</b>		<b>Activity</b>	<b>Frequency</b>
Bend	<b>I</b>		Lift/carry 0-10 lbs	<b>F</b>
Twist	<b>O</b>		Lift/carry 11-25 lbs	<b>I</b>
Squat	<b>I</b>		Lift/carry 26-40 lbs	<b>O</b>
Kneel	<b>I</b>		Lift/carry 41-100 lbs	<b>O</b>
Climb	<b>O</b>		Stand	<b>I</b>
Reach above shoulder	<b>I</b>		Walk	<b>I</b>
Grip/Grasp	<b>F</b>		Sit	<b>F</b>
Extend/Flex Neck	<b>O</b>		Drive	<b>O</b>
Use Dominant Hand	<b>F</b>		Perform Repetitive Hand Motions	<b>F</b>
Use Non-Dominant Hand	<b>O</b>		Keyboarding/Mouse Work	<b>F</b>
Ability to See	<b>F</b>		Ability to Hear	<b>F</b>
<u>Pull/Push</u>	<b>O</b>			

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate to loud noise levels and controlled temperature conditions. ~~Incumbents~~ Employees may be exposed to blood and body fluids rendering First Aid and CPR; contact with chemicals including antiseptics and disinfectants. Employees may interact with upset staff, students, parents, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.