

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### SCHOOL HEALTH ASSISTANT

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) CPR and First-Aid certification, preferred.
- (3) Computer proficiency.
- (4) Prior experience working with children desired.
- (5) Prior experience as an office aide, nurse's aide or medical assistant, preferred.
- (6) Resident of Flagler County preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Basic knowledge of first aid and CPR. Planning and organizational skills. Knowledge of medical clinic operations. Ability to work cooperatively. Willing to attend training and in-service relevant to assigned responsibilities.

#### REPORTS TO:

School Nurse / District Nurse/ Principal

#### JOB GOAL

To assist the school nurse and/or other school personnel by performing assigned tasks in order to provide quality care to students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

**NOTE: School Health Assistants may be assigned to ESE, Basic, Title I, or Vocational perform clerical duties as needed to support school and clinic operations.** \*

- (1) Perform routine vision, hearing, height, weight and scoliosis screenings under nurse's supervision.
- \* (2) Perform routine pediculosis screenings.
- \* (3) Assist the nurse in administering medication and basic first aid, once trained for medication administration.
- \* (4) Assist the nurse in implementing health care awareness activities.
- \* (5) Provide assistance during an emergency, as planned or coordinated by the school nurse and school administrator.
- \* (6) Provide student support as required by the nurse or administrator.
- \* (7) Perform assigned clerical duties in the clinic or office.
- \* (8) Compile required data and enter into the computer.
- \* (9) Participate in training programs and in-service.
- \* (10) Assist in the implementation of health care services to students or staff under the direct supervision of a licensed nurse or school administrator,
- \* (11) Maintain a clean and orderly health clinic.

## **School Health Assistant (Continued)**

- \* (12) Operate equipment as trained and supervised by a licensed health professional.
- \* (13) Assist in maintaining positive relationships between the school and parents.
- \* (14) Contact parents at the direction of the nurse or administration.
- \* (15) Answer telephone, route calls and take messages as directed.
- \* (16) Serve as substitute for the nurse, when properly trained.
- \* (17) Assist in assessing student progress as directed.
- \* (18) Maintain confidentiality regarding student information.
- \* (19) Assist students with personal hygiene and/or grooming if required.
- \* (20) Use effective, positive interpersonal skills.
- \* (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as needed.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

### **Job Description Supplement Code 10**

**Salary Lane:** Support LAZ

**Approved 06/19/2018**

**Revised 09/19/23**