

## POSITION DESCRIPTION

**TITLE:** HEALTH ASSISTANT

**TYPE:** Classified

**REPORTS TO:** Director of Student Services

### POSITION SUMMARY:

Responsible for maintaining complete and accurate records for health related issues concerning students. Administers first-aid related care and assists in the delivery of health services to students. In consultation with the Department of Student Services and the district nurse, the Health Assistant will implement and support health related services for all students through a collaborative process (all stakeholders) and make a variety of decisions within a framework of established procedures.

### MINIMUM QUALIFICATIONS:

1. 18 years of age or older.
2. High School Diploma/GED.
3. 3 years related experience in education or a health related field
4. Valid Oregon driver's license.
5. Current First Aid Card and CPR certification.

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Maintenance of student health records.
5. Provide communication between the health service provider and appropriate district staff, students and parent/guardian.
6. Assist school personnel with specific student health related issues.
7. Attend health related student meetings, IEPs and/or 504 team meetings, as requested.
8. Organizational skills for effectively managing multiple tasks.
9. Skill in supporting students and families in accessing school and community resources to address academic and non-academic health related issues.
10. Skill in leadership and facilitation, including problem solving and conflict resolution.
11. Collaborate and communicate effectively with student, family, school community partners, school consultants to address health issues related to the student's educational setting.
12. Ability to respond calmly to emergencies and initiates 911 calls when appropriate.
13. Confers with district staff, students, parents/guardians to arrange health and dental care from local business and community groups at reduce or no cost.
14. Assist students and parents/guardians in accessing services through the Oregon Health Plan.

15. Assists with district health screening protocols and procedures.
16. Conducts a variety of assessments of students to determine student needs.
17. Observes students in learning and educational activities to determine impact of health related issues within an educational setting.
18. Assists district staff with implementing appropriate instructional and educational interventions.
19. Creates written reports of evaluation results and makes these available to the educational team in a timely manner.
20. Supports district staff in organizing and implementing a wide range of health related services including but not limited to vision screenings, dental, etc.
21. In consultation with the district nurse, will administer student medications.
22. In consultation with the district nurse, will implement student health plans and protocols.
23. Interprets results of academic and non-academic assessments for student, parents, and school staff.
24. Provides consultation to Student Intervention Teams for particular students upon request.
25. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
26. Provides staff development to staff regarding administration and/or results of academic achievement assessments.
27. Communicates with Student Services Director in all purchasing requests.
28. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
29. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
30. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
31. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
32. Assists parents and community members as needed.
33. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
34. Complies with professional development activities as required by the District.
35. Holds expectations for high performance of self and students.
36. Demonstrates computer literacy and operates software programs as related to job responsibilities.
37. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
38. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
39. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
40. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to be a Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
 If yes, see addendum to Health Assistant description.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 191-206 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
 Employee Name (Print)

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date