



Job Description: School Health Assistant

Nature of the Role: This position is a non-clinical role that supports the nursing team through both the Residential Life program (approximately 200 students) and the Day Program (1300 students in grades 6-12).

Accountability: The Health Assistant is directly responsible to the Associate Head of School in fulfilling all responsibilities. This position is a full-time position (180 school days with up to 15 additional summer days) for 32.5 - 37.5 hours per week.

Job Requirements – This position requires a person who:

- Is able to understand and follow individual health care plans as directed by a school nurse
- Is able to utilize school and health-based technology platforms to perform responsibilities
- Is able to maintain a safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations
- Demonstrates caring, kindness and respect to all members of the school community through the delivery of services
- Has experience with Microsoft Office programs (Word, Excel, PowerPoint) & Google Suite (Gmail, Google Drive, Google Calendar)
- Is able to multitask, prioritize, and meet deadlines
- Is able to take initiative and work independently, and collaborate as a vital team member
- Is able to:
 - communicate effectively (both written and verbal),
 - create and maintain organizational systems,
 - exercise judgment and discretion,
 - maintain confidentiality, and
 - adapt quickly and successfully to changing situations

Performance Responsibilities -

The School Health Assistant may:

- Support the Residential Life School nurse to:
 - Assist with chronic and acute medical needs of students as directed by the school nurse
 - Schedule and transport students to medical provider appointments

- Assist with student prescriptions including pick up, administration, and restocking of medications, as directed by the school nurse
- Support health care paperwork requirements (e.g., bills and insurance information) for students
- Support the Upper School and TAMS nurse to:
 - Assist with the care of chronic and acute medical needs of students, including appropriate illness response protocols, as directed by the school nurse
 - Assist with the organization of student health files
 - Explain school health policy/practice to parents and students, as directed by the school nurse
 - Assist with the preparation and implementation of health clinics, e.g., flu shot clinic and other preventative health activities within the school
- Receive training and serve as an Unlicensed School Personnel
- Undertake other responsibilities as assigned, to support Upper School, TAMS, and Residential Life daily operations

Required Credentials

- Valid Maine Driver's license and a clean driving record, and the ability to be added to the school's automobile policy required
- Maine Criminal History Record Check (CHRC)
- Experience working with adolescents preferred
- American Heart Association CPR and First Aid certification preferred

Required Application Process

All those interested in applying must submit:

- **School application form (available for download at www.thorntonacademy.org)**
- **Letter of interest**
- **Transcript of any college coursework**
- **List of three references with contact information**

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

If electronic submission is not possible, materials may be mailed or delivered to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.