

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Health Services Assistant	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Student Support	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020 Revision: 5/25/2023	<b>Current Salary Grade:</b>	16
<b>Job Description Revised:</b>	5/25/2023 Range Only	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, provide specialized assistance, immediate care, and appropriate referral for ill, medically fragile, and injured students; monitor, evaluate and assess students' physical condition under the direction of a licensed credentialed school nurse; assist in scheduling health screenings; administer first aid as necessary; prepare various State reports and health records; provide health information to parents, students, and staff.

**ESSENTIAL FUNCTIONS:**

- Provide specialized health services assistance to students, under the general supervision of a licensed credentialed school nurse; provide specialized health evaluations, monitor medical treatments, and administer a variety of wellness programs at school sites; evaluate students for illness, injury, and medical emergencies; administer first aid as necessary; document and report unusual or critical cases to appropriate authorities.
- Ensure appropriate documentation of students' immunization history and verification of vaccinations.
- Monitor students' physical condition and health in areas such as hearing, vision, and others; maintain related records.
- Provide health information and services to students in various areas, such as medications and health care procedures; provide information in person or on the telephone to school site personnel regarding needs of students.
- Administer and dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations, and related information; monitor students referred for illness or injury.
- Consult and collaborate with School Nurses/Administrators regarding a variety of issues, including emergency situations, neglect/abuse, assessment needs, and infectious/contagious diseases; assist to resolve immediate safety and health care concerns and minimize infections in accordance with healthcare compliance directives.
- Comply with standard precautions and infection control procedures; maintain appropriate procedures to minimize risk of transmitting contagious and infectious disease.
- Distribute approved educational and instructional materials to inform teachers, students, and parents on a variety of health subjects, such as notifications for lice, chickenpox, and ringworm.
- Educate students on a variety of procedures, including student's personal hygiene, sanitary needs, and overall well-being.
- Process paperwork to ensure students receive physical and other examinations and required follow-up care; ensure compliance with State mandates related to health care and reporting.
- Prepare and maintain a variety of health and other related files, records, and reports according to established procedures; maintain confidentiality of health-related records, both manual and electronic, including mandated screenings, immunization records, medication logs, accident

reports, and daily illness and injury logs.

- Maintain, clean, and organize work areas, such as health office areas, sinks, equipment, cots, and counters; maintain a safe and sanitary health services environment.
- Operate a computer and a variety of specialized health service office equipment; ensure medical equipment is calibrated according to established timelines and standards.
- Refer students, parents, or guardians to appropriate community resources or organizational programs for recommended health service.
- Requisition, stock, and inventory medical, first aid, and office supplies as necessary; ensure proper medical supplies are available at school sites; respond to supply requests for band aids, disinfectant wipes, gloves, and related health items.
- Perform a variety of administrative duties in support of the District Nurse, such as typing correspondence, filing, and scheduling appointments; answer telephones and take and relay messages.

#### **OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Medication effects and proper administration procedures.
- Proper operation of specialized health assessment instruments.
- Modern medical terminology, equipment, and techniques.
- Accepted methods and principles of personal hygiene.
- Accepted testing techniques and equipment used for dental, hearing, vision, and scoliosis and other screenings.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Public health agencies and local health care resources.
- Health and safety regulations.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Office methods and practices.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

##### Ability to:

- Assist District Nurses to provide specialized assistance in health services for students.
- Administer first aid/CPR as necessary.
- Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
- Provide health information to parents, students, and staff.
- Maintain records and prepare comprehensive reports.
- Assist in screening students for vision, hearing, and other problems.
- Advise teachers regarding the needs of students.
- Establish and maintain files, records, reports, and referrals.
- Maintain confidentiality.
- Meet deadlines and schedules.
- Working with detailed information and data.
- Work under minimal supervision.

- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Operate a computer and assigned software.
- Operate a variety of specialized health service office equipment.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: High school diploma or equivalent.

Experience: Two years (2) of experience in a health office.

Required licenses, certificates, continuing education, training, and other requirements:

- N/A

**DESIRABLE QUALIFICATIONS:**

- Supplemental college-level coursework in nursing, health education, or related field.

**WORKING CONDITIONS:**

Environment: Indoor/Health office work environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Bending at the waist, kneeling, crawling, and/or crouching to assist students.
- Significant dexterity of hands and fingers to operate a computer keyboard and testing equipment.
- Reaching overhead, above the shoulders, and horizontally to retrieve supplies.
- Occasional lifting, carrying, pushing, and/or pulling.
- Requires 40% sitting, 15% walking, and 45% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood borne pathogens and communicable diseases.

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*