

## Health Assistant

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### **Purpose Statement:**

The purpose of this position is to administer first aid to students, maintains health office files and supplies, maintains first aid kits, and assists the school nurse with a variety of health office activities.

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### **Essential Functions**

- Monitors students in health room
- Administers first aid to students
- Documents and reports incidents
- Engages with students in school environment
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Administers and manages student health plans, including emergency plans and student medications
- Assists students with building emergency drills

### **Other Functions**

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent

### **Knowledge and Skills**

- Intermediate knowledge and skills required to perform assigned tasks
- Training in First aid/CPR
- EpiPen Training
- Medication Dispensing Training
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- Able to perform all job functions in complex situations

### **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Assigned tasks are filled with discretion, and within general established parameters
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- High risk or impact if errors are made

### **Planning & Organizing**

- Planning/organization of own work in coordination of work of others required
- Reporting required within building or program
- Collecting and some assessment of data or reporting required

## **Working Conditions**

- Frequent Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Frequent risk/exposure to human borne pathogens
- Work requires normal safety precautions
- Limited exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Frequent fine dexterity
- Limited pushing and/or pulling

## **Required Testing**

Successfully pass the Paraeducator Test

## **Clearances**

Criminal Justice Fingerprint/Background Clearance