

Job Description

Position Title	Health Assistant		
Building	Varies	Department	Health Services
Hours	Varies	Supervisor	School Nurse and Principal
Band and Grade	B-21	Tools and Equipment	Computer, required screening equipment, first aid supplies, other devices and equipment as needed to perform and complete health tasks. Must have or be able to obtain CPR/AED and first aid certification.

Primary Function	Under direction of the School Nurse, performs emergency care for children with illnesses or with medical needs according to the guidelines of the school health services program. Maintains and updates student and staff health records and conducts vision and hearing screening.
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Essential Duties	
1	Assists students as they come in and when they are not feeling well, are hurt, or need a medication. Provides care for injured and sick students and staff by performing first aid. If a more serious case exists, contacts School Nurse or 911 as necessary. Ensures accident forms are filled out and a copy sent to District Office as soon as possible for injuries. Sends out head bump notification when necessary. Maintains various reports and records including monthly and annual reports and completing daily log of students requiring care. Keeps a daily log of the students who come into the Health Office.
2	Administers prescribed and over-the-counter medications to students under the direction and approval of the School Nurse. All medications require a medication administration form that must be signed as required. Makes sure all medications are properly disposed of at the end of the year if not picked up by a parent.
3	Assists in coordinating designed programs by typing informational newsletters, mailing information, scheduling appointments, and scheduling volunteers. Assists the teacher in testing out students learning CPR.
4	Inventories and maintains necessary supplies. Distributes supplies to staff. The School Nurse orders the supplies.
5	Performs various activities to screen students for vision, hearing, lice, height, and weight; refers those that fail screening to School Nurse. Assists in scheduling health physicals for students involved in sports at the high school. Makes arrangements for volunteers, does screening, records information on computer using Infinite Campus (student accounting software) and health charts. Follows up on rescreens after they have failed for the second time.
6	Attendance – Writes passes, takes attendance, does attendance reports, and works with truancy. Makes phone calls to parents at home and work when they haven't called in for the student using a list prepared by the secretary. Requests letters from principal as necessary to be sent out to families.

7	Immunizations – If not current by first day of school, sends letters to parents. Enters all updates to the health files and on Infinite Campus. Files compliancy with state by November 1 st each year.
8	Communicates well with other health offices and school nurse.
9	Conducts a 4 th grade hygiene talk for boys and girls in the spring.
10	When a student comes in with a new medical condition, ensures we have appropriate paperwork filled out (i.e., Individual Health Plan, doctor paperwork).
11	Fills in for secretary when absent if a sub cannot be found.
12	Updates and maintains yearly special needs lists for each grade. Gives to School Nurse for approval and informs teachers as directed by school nurse.
13	Collects student emergency forms at the beginning of the year.
14	Enters, updates, and maintains students and staff health records on computer and in files including information on demographic data, immunization records, emergency information, screenings, and other health related information with School Nurse supervision. Copies emergency information for students with health-related concerns for bus drivers.
15	Assists in interpreting and enforcing school health policies to staff and students.
16	Creates and displays various materials to promote health issues based on materials supplied and/or approved by School Nurse.
17	Issues building passes, phy ed passes, tardy slips, and absence slips for students as required by office procedur/ policy.
18	Performs various clerical tasks as needed including, but not limited to, greeting visitors, answering phone, taking messages, and typing correspondence.
19	Assists in office and performs requested tasks by direction of School Nurse and Principal.
20	Is flexible, accessible, confidential, and willing to accept changes to job description upon request.
21	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of related experience, sufficient to successfully perform the essential duties of the job such as those listed above. Possession of current CPR/first aid certification is also required.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of general safety and health rules. • Knowledge of CPR/first aid. • Knowledge of basic office equipment and office procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying routine emergency care. • Skill in relating to and understanding children. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or
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	convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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