

## SUNNYVALE SCHOOL DISTRICT

May 2022

### **CLASS TITLE: HEALTH ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, administer first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports; assist in the implementation of public health agency directives.

#### **ESSENTIAL DUTIES:**

Provide a variety of health services for students; assist in the evaluation and documentation of student health complaints; determine appropriate action to be taken; maintain related records using a computerized system.

Screen student's complaints to report medical conditions; take and record temperatures; administer first aid to students; utilize a variety of health products and supplies in caring for injuries and health needs.

Administer medication as prescribed in accordance with established guidelines; maintain related records.

Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.

Follows universal precautions and infection control process to minimize risk of transmitting contagious and/or infectious diseases.

Assist with implementing public health orders, including health screening and surveillance testing.

Assist and perform personal hygiene for students, including bathing, tooth brushing, toileting and diapering as needed.

Identify students needing immunizations, physicals and Oral Health Assessments; maintain updated immunization, and Oral Health Assessment records; send follow-up notices to parents; maintain list of students who have incomplete records.

Communicate with parents, health care providers, other departments and the coordinating school nurse regarding student's condition and care.

Prepare, maintain a variety of health-related records and files including confidential student health records, student cums, emergency medical records and other records as assigned; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed; prepare annual school reports including Oral Health, immunizations and others.

Process incoming records on new students; record vision, hearing and scoliosis screening results and referrals; verify compliance with State regulations for immunizations, physicals, Oral Health and TB requirements

Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid supplies as necessary; provide first aid supplies to classrooms.

Coordinate, schedule, and assist nurses in vision, hearing and scoliosis screenings; prepare related reports; and follow-up testing as needed.

Operate a variety of office equipment including a computer, scanner, copier and fax machine.

Assist in communicable disease control including monitoring of head lice, influenza, chicken pox and strep throat.

Attend and participate in various meetings related to assigned activities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Health and safety regulations.

First aid methods and procedures.

Personal hygiene practices.

Clean and sterile treatment techniques.

Operation of a computer terminal and data entry techniques.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Oral and written communication skills.

**ABILITY TO:**

Administer first aid and medications according to established procedures.

Respond effectively and appropriately to emergency situations.  
Screen students for various health and safety concerns.  
Interpret and apply applicable laws, codes, rules, regulations and policies.  
Perform clerical duties such as filing, duplicating and data entry.  
Operate office equipment and a computer.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports related to assigned activities.  
Complete tasks in an environment with constant interruptions.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience in a health care service environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certification issued from an authorized agency.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and medical instruments.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Seeing to assess student illnesses and injuries.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Ability to lift up to 25 pounds.

**HAZARDS:**

Contact with blood and other body fluids.  
Potential for contact with blood-borne pathogens and communicable diseases.

**TERMS OF**

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.