



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Health Assistant
Department / Location:	School Building
Reports to:	Building Principal / Director of Student Services
Employees Supervised:	None
Classification:	Non-exempt
Status:	10-month
Created / Revised:	February 2025

Position Summary

Under the direction of the Building Principal or Director of Student Services, the Health Assistant helps meet the daily health needs of students who present injuries or illness at school while maintaining health and medication records.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Respond to injuries. Examples of tasks include: evaluate the extent of the injury, provide first aid treatment within the limitations of training and equipment available (ice pack, Band-Aid, washing), stop bleeding, reduce swelling, complete insurance accident report forms, contact parents or physician offices and arrange transportation to physician or hospital if required.
2. Respond to illness. Examples of tasks include: ask questions to determine symptoms and possible cause, take temperature, clean up the health office of vomit or bodily fluids, administer liquids, monitor chronic illness, contact parents or physician offices and arrange transportation to physician or hospital if required.
3. Administer medications. Examples of tasks include: locate student if need be and give accurate dosage of medication at correct time, inventory control of all medications, communicate with parents/teachers and physicians concerning changes in medications or associated behaviors, administer infrequently needed medications such as pain medication/EPI-pens, and maintain record of medications received and dispensed.
4. Enter, log and chart computer and individual health records. Examples of tasks include: Record health room visits, hearing and vision screenings, dates of vaccines,

medical conditions, injuries/physical restrictions, track illnesses, medications received, send classroom notifications regarding communicable diseases..

5. Examples of additional tasks include: conduct vision and hearing screenings for younger grade levels; work with the School Nurse to provide medical training for staff as determined by student needs; check for head lice and follow up with classroom education, educate parents on treatment; monitor blood levels by checking blood count as needed to keep student in a safe zone; report possible communicable diseases to nurse; identify need for eye exams; learn new medical knowledge to assist students with special needs; inventory and stock health supplies; and maintain hearing and vision screening reports.
6. Know, understand and follow applicable MGSD safety policies and procedures, including but not limited to: proper lifting techniques, exposure to classroom chemicals used for cleaning.
7. Know, understand and follow Non violent crisis training, emergency procedures: fire drills, tornado drills, "emergency medical alerts", school holds.
8. Provide support to the front office as needed, including but not limited to greeting visitors and answering phone calls, taking attendance, etc
9. Regular and predictable attendance.
10. Perform other duties as assigned.

Knowledge, Skills and Abilities

1. Must be organized and be able to work with nominal direct supervision.
2. Must enjoy detail oriented work requiring accuracy.
3. Must have good written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
7. Must be able to interact with others to accomplish tasks without arousing hostility.
8. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.
9. Must be patient and understanding in interacting with students, parents and staff.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. Must be able to sit/stand/bend and walk for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work, occasionally lifting more than 50 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve materials, use equipment, telephone, calculator, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate basic medical equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norm.

9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. Minimum of a high school education is required, must have or be able to attend training in administration of medications, nursing aide certification, CPR, First Aid, diabetes, or as First Responder.
2. Prior healthcare experience is desired.
3. Must have experience or be trained on the job to work with a variety of basic medical equipment needed to perform health services.

Licenses and Certifications

1. Certified Nursing Assistant (CNA) and Licensed Practical Nurse (LPN) credentials preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.

Update May, 2025