Position:	Health Services Assistant II	FLSA: Non-exempt
Department:	Primary or Secondary School Levels	Salary Grade: 5
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs moderately complex clerical duties associated with student attendance activity, setup and maintenance of student health records, assists with health screening, documentation of test results, and processing routine transactions. Performs routine first aid and distribution of medications.

This is the second, and senior-most level of health services assistant clerical position. Advancement to this position requires the ability to provide clerical support to potentially sensitive and confidential student activity matters. Advancement from this position exists to the School Secretary series.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of routine clerical duties in support of pupil services activities. Types a variety of reports, correspondence, forms, notices and referrals including accident reports. Maintains files and duplicates materials as needed.
- Monitors attendance of children for purposes of tracking school community health concerns. Contacts parents to determine source of absence.
- Provides attendance reports to the administration and to the District for state accounting.
- Attends and records proceedings of meetings affecting the status of students.
- Gathers data on student health screens, test results, and other demographic information for use in recurring reports and program assessments.
- Assists a Registered Nurse, Nurse Practitioner, or Speech Pathologist in health screens such as hearing, speaking, vision, and communicable conditions. Documents test findings.
- Performs routine first aid for students. Documents incidents and informs the nurse of actions taken.
- Administers medications according to prescription and protocol.
- Ensures that health supplies are properly inventoried and at sufficient levels. Distributes supplies as needed.
- Responds to routine inquiries, makes appointments, and provides information about the programs, procedures, and standards.
- Sets up and maintains files as directed. Assembles, collates, and prepares materials for distribution. Posts information onto records and files using established formats and forms. May be required to perform arithmetic calculations.

- Reviews student records for proper immunizations. Alerts parents of needed immunizations and maintains communication until records of immunization are provided. Ensures that parents provide pertinent health care information to maintain up-to-date files.

- Operates a variety of common office machines including computer terminal, typewriter, calculator, and copier.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Clerical office practices, reception techniques, and file maintenance.
- Student attendance and discipline policies and procedures.
- Statistical record keeping.
- Departmental procedures and standing instructions related to work performed.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Perform all aspects of the position.
- Learn, understand, and apply district policies, procedures, and rules.
- Operate standard office equipment.
- Communicate effectively with peers, other staff, and customers in a courteous manner, reflecting positively on the District.
- Maintain the confidentiality of student information.
- Perform columnar calculations and compute decimals, fractions, and sums.
- Communicate and convey technical concepts to customers, as well as, greet and deal cooperatively with customers.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment at an appropriate rate.
- Visual acuity to read words and numbers and to reach and pull materials from files and shelves.
- Speaking and hearing to communicate in person or over the phone.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma required plus two years of general, data entry, and medical receptionist experience. Bilingual abilities are desirable, depending on the needs of the District. Early Childhood Education or Child Development courses may substitute for some experience.

LICENSES AND CERTIFICATES

Valid First Aid/CPR certificate is required.
Typing certificate for 40 w.p.m.

Range Updated: July 1, 2025 per CBA

Adopted: June 2001
Revised: October 8, 2003