

Job Title:

Bellevue Union School District

PositionTitle:	School Nurse Assistant	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
----------------------	--	----------------------	--

Reports to:		Board Approval Date:	
--------------------	--	-----------------------------	--

Definition

Under supervision, to perform a variety of administrative support of moderate difficulty; to have a moderate level of public contact; perform a variety of student health services related record keeping; assist with health related testing and screening; provide oral and minimal written English/Spanish translation; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

CLASS CHARACTERISTICS

Positions in this class work in a school performing administrative support work of moderate difficulty. Employees are assigned to maintain student health records. Employees in this position perform routine record keeping functions and provide direct assistance to the school nurse. Employees have a moderate level of public contact in person or on the telephone. Employees follow the direction of the school nurse.

EXAMPLES OF DUTIES:

The tasks listed in this section are representative of duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

1. Assist school nurse with review of immunization records and emergency medical records. *
2. Assist school nurse in the maintenance of student health records.
3. Assist school nurse with mandated screening and preparation of documentation to parents. *
4. Assist school nurse with review of student records to identify students not in compliance. *
5. Assist school nurse in preparation and distribution of required reports. *
6. File health records and forms. *
7. Assist school nurse in health as directed. *
8. Contact parents to gather missing or incomplete student information (English and Spanish fluency) *
9. Maintain the confidentiality of sensitive and confidential information. *
10. Participate in district mandated training and retraining programs. *

Job Title:

11. Perform related duties as assigned. *

* Task statements such coded are essential elements of the position pursuant to the Americans with Disabilities Act of 1990.

QUALIFICATIONS:

1. Demonstrated English and Spanish language oral fluency.
2. Demonstrated ability to adhere to and meet designated timelines.

Hearing (which may be corrected):

- Understand speech over a telephone
- Have tolerance to be exposed to noisy conditions

To perform tasks as to:

- Answer telephones
- Work in a school setting

Speech:

- Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face contacts

To perform tasks as to:

- Answer questions and transmit information to students, staff, parents, and others
- Work instructionally with students

Upper Body Mobility:

- Use hands and fingers to feel, grasp, and manipulate small objects.
- Manipulate fingers, twist and bend hands at wrist and elbow

To perform tasks as to:

- Use computer to word process and enter data
- To hand out and receive forms

Strength:

- Lift, push, and/or carry objects which weight as much as 15 pounds on a frequent basis

To perform tasks as to:

- File and retrieve student records

Environmental Requirements:

- Occasional work interruptions
- Work cooperatively with others
- Work inside

To perform tasks as to:

- Perform scheduled work
- Direct students
- Gain cooperation of staff
- Perform clerical support work in a school setting

Job Title:

Mental Requirements:

- Read, write, understand, and apply routine information
- Math skills at basic level
- Accurately transcribe information
- Process information quickly and make quick and effective decisions
- Decision-making
- Listen and retain information accurately
- Write and compose information in an organized manner

To perform tasks as to:

- Read reference materials and instructions
compose reports
- Maintain records
- Transfer information to forms
- Handle student/staff emergencies properly
- Apply school procedures and district policy appropriately
- Work with students in an office setting