

Ontario–Montclair School District

CLASS SPECIFICATION
Health Services Assistant
Range 29

GENERAL PURPOSE

Under general supervision, provides basic first aid and a variety of health services to general/special education students in accordance with state laws and regulations and District policies; assists a school nurse with health screening and testing; performs a variety of other administrative support duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Health Services Assistants perform a variety of routine duties in providing of health services and information to students, parents and staff, in accordance with established laws, policies and procedures. Specialized or emergency procedures may be performed under the direction of a school nurse, either in person or by telephone. Incumbents are responsible for providing specialized physical health care services and performing standardized procedures as prescribed by a physician and requested by a student's parent/guardian for students with general and special needs at an assigned school. Incumbents are also responsible for providing emergency first aid to students who become ill or injured at school, and assisting in the identification, prevention and control of communicable diseases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Under supervision of a school nurse, assists in providing emergency nursing care to pupils who become ill or injured or may require other physical or health care services at school; administers basic first aid to students who become ill or injured or may require other physical or health care services at school; contacts appropriate authorities and parents as necessary; performs cardiopulmonary resuscitation or other life sustaining efforts according to established guidelines and procedures until paramedics or other medical assistance is available; checks and identifies students with communicable diseases and notifies nurse and parents; maintains records of and administers physician-ordered medications to children as directed; makes appointments for students; monitors students who have special health concerns/conditions; transports ill or injured students as directed.
2. Performs specialized health care procedures for general and special needs students with physical and/or mental disabilities; maintains records of and administers physician-ordered medications to children as directed; performs suctioning when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around intubation; performs gastrostomy tube feeding, including care of gastrostomy tube, equipment and skin around intubation; performs catheterizations and ensures care of colostomy and ileostomy supplies, adjuncts and equipment;

administers oxygen to students and monitors oxygen levels; maintains daily documentation of specialized physical health care services and procedures; updates and maintains records and parent requests for treatments and services; assists with and performs student personal hygiene and grooming including toileting and changing diapers and clothes; provides wheelchair attendance service.

3. Assists with vision, hearing, scoliosis and dental screening and testing and with immunizations; compiles records for nurse referrals to physicians and community agencies; assists in enrolling students and parents in a variety of community-based programs and services; assists students with a variety of health questions as appropriate; assists in providing education and information to parents and students on proper nutrition, hygiene, dress and behavior as needed; compiles and distributes pertinent health literature, forms and health information; sends students home from school in accordance with established procedures as needed.
4. Prepares and maintains a variety of health services files, records and reports according to established guidelines and procedures; maintains immunization records, ensures they are up-to-date and does required follow up with parents; compiles statistical reports as required; updates and maintains confidential lists of medical concerns; maintains confidentiality of student information and records.
5. Organizes and schedules meetings and appointments with parents as needed throughout the school year; distributes flyers and pertinent information for parents; makes phone calls and prepares communications as needed; provides referrals to parents for health services; compiles records for referrals to physicians and community agencies; provides required follow up; makes home visits and provides assistance to parents concerning health problems and available resources.
6. Initiates and completes accident reports and sends to Risk Management; assists in the identification of suspected child abuse, neglect or malnutrition; provides required follow up.
7. Assists in maintaining inventory and orders/prepares first aid supplies/kits; provides first aid supplies to faculty and students in accordance with established procedures.
8. Sustaining efforts according to established guidelines and procedures until paramedics or other medical assistance is available; transports ill or injured students as directed.

OTHER DUTIES

1. With necessary training and under the direction of a school nurse, may perform specialized health care services such as, but not limited to, performing catheterizations, clearing air passages, performing gastrostomy tube feeding and administering oxygen.
2. Performs a variety of clerical duties, including filing, checking and recording information and answering phones; assists with routine office tasks in the assigned department or school site.
3. Attends a variety of in-service meetings, workshops and training sessions.
4. Prepares, maintains and distributes classroom first aid boxes.
5. May assist with fire drills; may prepare, post and distribute class/site evacuation charts, fire extinguisher instructions, emergency drill charts and backpacks; may assist in identifying and resolving safety concerns and problems.

6. May gather, compile, prepare and organize information for month-end medical billing.

QUALIFICATIONS

Knowledge of:

1. Basic first aid, CPR and other established health care practices and procedures.
2. Typical childhood illnesses and diseases.
3. Immunization laws and procedures.
4. Accepted methods and principles of personal hygiene.
5. District, local and state health and safety regulations applicable to assigned areas of responsibility.
6. Community resources and medical services available for parents and students.
7. Basic child development milestones, characteristics and associated behaviors.
8. Values, problems and concerns of various cultural groups living in the community.
9. Office administrative practices and procedures, including recordkeeping.
10. Telephone techniques and etiquette.
11. Computer operations and the use of standard business software.
12. Immunization laws and procedures.

Ability to:

1. Set priorities, plan and organize work and carry out work responsibilities independently in accordance with established guidelines.
2. Learn and apply pertinent laws, rules, regulations, policies and procedures applicable to student health and safety.
3. Administer first aid, specialized health care services, and CPR in accordance with District policies and procedures.
4. Exercise good judgment and make quick decisions in accordance with established procedures.
5. Identify communicable diseases and recognize and effectively respond to emergency and/or hazardous conditions.
6. Provide health information to parents, students and staff.
7. Operate a computer, using standard business software.
8. Understand and follow written and oral instructions.

9. Establish and maintain files, records, reports and referrals, including confidential student health information and records.
10. Communicate effectively orally and in writing with students, parents and staff.
11. Exercise patience, tact, courtesy and concern for the feelings of children and adults in difficult and sometimes stressful situations.
12. Establish and maintain effective working relationships with students, teachers, administrators, parents and others encountered in the course of work, including parents and children of diverse backgrounds, experiences and interests.
13. Maintains job punctuality and regular attendance.
14. Learn procedures and operate a variety of special medical equipment.
15. Learn and follow policies and procedures of the school and district health programs.
16. Assist students in developing self-help, social and daily living skills, including eating, dressing, toileting and personal grooming.
17. Lift and restrain students according to approved policies and procedures.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and experience working with school-aged children in a general education setting and/or special education setting; or some combination of education, training and experience that produces the requisite knowledge and ability is desirable.

Licenses; Certificates; Special Requirements:

Possession of a First Aid Certificate.

Possession of a Cardio-Pulmonary Resuscitation (CPR) Certificate.

Successful completion of a District health training program may be required.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Ability to use a personal vehicle and be willing to drive in performance of their work.

Some assignments may require the ability to speak and write in a designated second language.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee is required to lift, carry, push and/or pull objects weighing up to 100 pounds (with assistance), with frequent lifting and/or carrying of objects weighing up to 50 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information, directions, prescriptions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District administrators, faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical school office conditions, and the noise level is moderately quiet.

Board Approval: September 15, 2022