

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: HEALTH ASSISTANT

Classification:	Classified	Work Year:	190 Days
Department:	Educational Services	Board Approval:	01/18/1996
Reports To:	Assistant Superintendent – Educational Services	Format Revision:	10/30/2009
Salary Range:	Classified Salary Schedule, Range 9		

BASIC FUNCTION:

To assist the School Nurse in providing basic school nursing services to elementary and middle school students.

REPRESENTATIVE DUTIES:

- Maintain records of health screenings and health management programs.
- Post information to student health files.
- Prepare standard letters/forms for students' parents/ guardians.
- Audit student health records including immunization, vision, and hearing screening for compliance with state mandates.
- Prepare and/or duplicate materials.
- Provide liaison between Nurse/staff and student families.
- Assist with on-site health screenings and schedule student follow-up for school nurse as required.
- Organize files and flag cases that require review by School Nurse.
- Provide specialized health procedures in areas of demonstrated competency.
- Provide first aid as necessary.
- Contact parent/guardian in case of student illness/injury.
- Refer information regarding medical conditions to School Nurse.
- Maintain health equipment and supplies.
- Record, inventory, and order health materials and supplies.
- Maintain health office in clean and sanitary condition.
- Attend inservice training and after school meetings as assigned.
- Perform other duties similar to the above in scope and function as necessary and as required.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent

LICENSES AND OTHER REQUIREMENTS:

- American Red Cross First Aid Certificate (or equivalent)
- CPR Certificate
- California Drivers License and evidence of insurability
- TB test clearance
- Criminal Justice fingerprint clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policy and procedures regarding the administration of medication to students;
- Scope and limitation of first aid treatment;
- Basic methods used for cleaning and sanitizing;
- Common symptoms of common childhood diseases;
- Physical development of pre and early adolescents.

ABILITY TO:

- Establish priorities and respond appropriately in emergency situations;
- Receive and follow instructions;
- Work with ill/injured students;
- Read and comprehend basic medical terms;
- Maintain calm in stressful situations;
- Prepare reports such as accident and health services;
- Perform basic arithmetic calculations;
- Operate standard office equipment/machines such as typewriter, calculator, copy machine, computer;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in oral and written form;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, office, and media equipment.
- Sufficient mobility to move about the District and drive a car.
- Sufficient strength to lift 25 - 50 lbs. or carry object weighing over 15 lbs.
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.