

Job Code 32A
Level C
Revised October 2016

SCHOOL HEALTH ASSISTANT

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Current First Aid and CPR certification from an approved provider
- One year of work experience as a health assistant, personal care technician, teacher assistant with medically fragile students, physician's office or other equivalent experience in the medical profession

B. DESIRED

- Previous experience in a hospital or school setting working with children or adolescents
- Computer/typing skills
- Knowledge and understanding of socioeconomic diversity
- Knowledge of body mechanics and body physiology

SUMMARY

Administers first aid and prescribed medical care to students. Performs duties under the close supervision of the School Nurse, Principal, or designee.

Reports to: School Nurse and Principal

ESSENTIAL FUNCTIONS

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
- Administers and records medications in accordance with District policy
- Reports observations in regard to students' condition, to the Principal and School Nurse, when appropriate
- Takes and records vital signs
- Administers vision screenings and other screenings, as directed
- Writes accident reports and reports workplace accidents to District Human Resources office
- Facilitates sending ill or injured students home or to appropriate facilities
- Performs health office procedures in collaboration with his/her supervisor
- Provides immunization records, as requested
- Maintains computerized listings of immunizations, chronic health conditions, daily visits, and health screenings for each student
- Attends monthly in-services
- Maintains updated CPR/First Aid
- Maintains a clean, organized health office
- Exhibits patience, courtesy and tact when dealing with students, parents and the community
- Exhibits empathy when caring for disabled persons and injured/ill students

ESSENTIAL FUNCTIONS - (continued)

- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, twist, pull and occasionally carry up to 20 pounds