AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT HEALTH ROOM**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 4**	DUTY DAYS:	**209**	DATE REVISED:	**02/11/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Previous experience in health care or related field is preferred. Working knowledge and skills of Microsoft Office are required. Previous office/clerical experience is preferred. Certifications: Current CPR/First Aid (or within 6 months of employment) is required.

SKILL REQUIREMENTS:

The Assistant Health Room will assist the school Nurse by maintaining order and organization in the school clinic, entering documentation both on the computer and in student files, assisting with care of students, and communicating with the public by phone, in writing, or in person as needed. This position requires the ability to interact with and relate to children. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide information to supervisors, principals, school personnel.

JOB PURPOSE AND RESPONSIBILITY

This position will serve on campuses providing health services to students, staff, and administrators, and assist the school Registered Nurse in the daily operations of the campus health. The Assistant Health Room will assist in evaluation of ill and injured student(s) and communicate with families as needed. Incumbent must exercise judgement and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Assist the registered nurse in maintaining an efficient, safe, and healthy clinic environment.
- Provide basic first aid and emergency care according to District policy and department guidelines and procedures.
- Maintain current CPR certification and perform cardiopulmonary resuscitation (CPR), use automated external defibrillator (AED) for an individual experiencing a cardiac event.
- Assist with communicable disease prevention and control programs as directed by the nurse (i.e., tracking, monitoring, and recording immunizations, screening for skin/scalp conditions)
- Successfully complete course work and become certified as a state health screener for Vision, Hearing, Spinal and Acanthosis nigricans within six months; perform student screenings as directed by the nurse
- Administer prescribed medications and performs special procedures for students following appropriate instruction and monitoring treatments by the nurse, including but not limited to the use of Naloxone nasal spray for an individual experiencing an overdose event and Epi-pen administration for anaphylaxis event
- Record and maintain accurate student health information in student electronic health record
- Share appropriate health information with the nurse and maintains confidentiality.
- Perform mandatory assessment and reporting of suspected child abuse/neglect.

- Inform the nurse of requests or needs for health counseling and health education.
- Assist in ordering and maintaining adequate clinic supplies.
- Perform additional related tasks and duties as requested, taught, and supervised by the nurse.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Services are generally provided within a campus health room., sometimes noisy, frequent exposure to hot and cold, humidity, extreme noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc. Frequently working outside of normal school/business hours is common and expected.

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department. Incumbent will interact with other administrators, teachers, AISD staff, and the community to assess needs, innovate, create, design, and evaluate programs.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	