

## JOB DESCRIPTION

---

**Job Title:** School Office/Health Assistant  
**Employment:** Non-Exempt 261 Day Calendar, including 14 paid holidays  
**Salary:** Classified Schedule- Grade 16  
**Reports to:** Director or Supervisor of Student Services; Principal and/or Asst. Principal  
**Supervises:** No Supervisory Responsibilities

### Qualifications:

- High School Diploma or Equivalent
- Valid Medical Assistant Certificate or Certified Nursing Assistant
- Experience working with children preferred
- Basic knowledge of school office procedures
- Computer literacy in Microsoft Office Products
- Ability to pass a keyboard proficiency test
- Bilingual in English/Spanish preferred

### REQUIRED SKILLS:

- Ability to perform multiple non-technical tasks.
- Ability to type data input.
- Ability to perform basic math including calculation of fractions, percents and/or ratios; read and interpret instructions; and understand multiple step instructions.
- Tact in dealing with parents, families, students, staff and community members.
- Telephone etiquette.
- Administers first aid and medication (e.g. to students, staff, as required,) for the purpose of meeting immediate health care needs.
- Provide high quality school health services to students and staff in a confidential manner respecting their right to privacy.
- Practical understanding of confidentiality issues of HIPPA and FERPA.
- Knowledge of computer operation.
- Basic Knowledge of Microsoft Word, Excel.
- Ability to schedule activities; gather, collate, and/or classify data; and use basic job related equipment.
- Flexibility to work with others under a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation.
- Ability to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions.
- Ability to maintain confidentiality of records, correspondence and conversations.
- Ability to use common sense and make good decisions in the absence of the Supervisor.
- Ability to work under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines.

### Balsz School District

4825 East Roosevelt Street, Phoenix, Arizona 85008  
602-629-6400 phone | 602-629-6470 fax

**Essential Functions:**

- Administers first aid and medication (e.g. to students, staff, as required,) for the purpose of meeting immediate health care needs.
- Implement school health service programs by utilizing established health process to assess, analyze, plan, implement and record and evaluate all health care.
- Provide health and safety resource materials to students, parents, families, and staff.
- Assist other school personnel to establish safe and sanitary conditions in the schools.
- Provide high quality school health services to students and staff in a confidential manner respecting their right to privacy.
- Carry out administrative duties related to the school health program and to the further development of the school health program.
- Assist in the assessment and evaluation of current health and safety needs of students and staff.
- Answers multi-line telecommunications system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists office staff, teachers and parents (e.g. enrollment applications, withdrawal forms, free lunch applications, etc.) for the purpose of district and state compliance.
- Distributes mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains files and student records (e.g. Special education and regular education records and files) for the purpose of compliance with all applicable laws, statutes, and policies.
- Maintains radios, phone system/voice mail, schedules, etc. for the purpose of ensuring proper usage, maintenance and availability.
- Performs clerical and/or secretarial duties (e.g. types memos, school newsletter, weekly bulletin, etc.) for the purpose of assisting others in the performance of their work and the efficient operation of the school office.
- Processes documents and materials (e.g. sorts and distributes mail and processes outgoing mail, bulk mail, overnight deliveries, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to inquires of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Ensures accuracy of attendance records (e.g. verification of forgeries, trancies, etc.) for the purpose of complying with State laws governing attendance accounting.
- Maintains records (e.g. files, average daily attendance, etc.) for the purpose of documenting and/or providing reliable information.
- Makes personal contact (e.g. with parents, students, staff, etc.) for the purpose of providing information on a variety of attendance issues.
- Prepares written materials (e.g. CUTS letters, perfect attendance awards, attendance calendar, etc.) for the purpose of conveying information regarding school attendance.
- Processes documents and materials (e.g. attendance records, CUTS letters, etc.) for the purpose of disseminating information to appropriate parties.

**Balsz School District**

4825 East Roosevelt Street, Phoenix, Arizona 85008  
602-629-6400 phone | 602-629-6470 fax

- Regular and punctual attendance required to meet essential functions of job responsibilities.
- Other duties as assigned.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally lift/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**How to Apply:**

Applications can be obtained from the Balsz School District office via a website at [www.balsz.org](http://www.balsz.org). District employees applying for this position are required to submit an application on the website.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

Governing Board approved 8.12.14

**Balsz School District**

4825 East Roosevelt Street, Phoenix, Arizona 85008  
602-629-6400 phone | 602-629-6470 fax