



**TITLE: HEALTH SERVICE ASSISTANT**

**FLSA: Non-Exempt Classified**

**Salary Range: 9**

**PURPOSE:** The Health Service Assistant meets medical needs as required and maintains student health records and reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides standard first aid, as defined by the American Red Cross, in a competent and compassionate manner.
- Maintains health room first aid provisions necessary to meet emergency needs.
- Dispense medication to students according to Board policy and instructions.
- Assists with building/program communications, both oral and written, in a manner that supports effective decision making and facilitates the work of other staff.
- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Supervises students outside the classroom, as assigned, to support the district's discipline and instructional programs.
- Provides other related services as assigned.

**GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

**QUALIFICATIONS:**

- Ability to respond effectively to medical emergencies.
- Completion of blood born pathogen protection training.
- Ability to communicate effectively, both orally and in writing.
- Ability to use office information systems, paper and electronic, as well as standard office equipment and software, including word processing and spreadsheets.
- Ability to independently organize and carry out work assignments, and to plan and direct the work of assigned students.



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- Ability to understand and implement the school/program's student discipline policy and to manage student behavior effectively outside a classroom setting.
- Ability to understand and explain the building/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification.

**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 regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. The employee's work is almost exclusively indoors. The employee regularly must lift, move, and/or carry up to 25 pounds and frequently lift and/or move up to 40 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually low to occasionally moderate.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

**HEALTH SERVICE ASSISTANT**

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**

Updated 3/09

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