



## CLASSIFICATION DESCRIPTION

**TITLE:** Health Assistant/LPN

<b><u>Title of Immediate Supervisor:</u></b> School Nurse/RN	<b><u>Department:</u></b> School Operations	<b><u>FLSA Status:</u></b> Non-Exempt
<b><u>Accountable For (Job Titles):</u></b>		<b><u>Pay Grade Assignment:</u></b> Educational Assistants, Addendum A, Wages

### General Summary or Purpose Of Job:

Provides health services, maintains records and promotes the health and well being of students.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Performs routine first aid for students.	Daily 30%
2.	Provides care for students who are ill. Contacts parents or guardians as appropriate.	Daily 20%
3.	Prepares and maintains student health records. Performs data entry of student health information into the SASI software system. Assists in verifying and updating immunization records.	Daily 20%
4.	Administers medications to students, as delineated by specific District policies and procedures. Administers injections and rectal medications.	Daily 10%
5.	Orders supplies; maintains proper inventory of supplies. Maintains a safe and clean health office.	Daily 10%
6.	Performs general clerical tasks, such as typing, filing, copying, faxing, and responding to general questions in person and by telephone.	Daily 10%
7.	Performs other duties of a comparable level or type.	As required



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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a one-year certificate in licensed practical nursing from a college or technical school; or an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements** (prior to job entry):

Licensed Practical Nurse (Required)

CPR & First Aid (Required)

**Knowledge Requirements:**

Requires knowledge of:

- Practical nursing, especially in a school setting.
- CPR and first aid training.
- General knowledge of assessing injuries and illnesses.
- General knowledge of health issues such as immunizations, diabetes, blood-borne pathogens, asthma, seizures, allergies, and so forth.
- Immunization schedules and laws.
- General knowledge of administering such medications as Epi-pens, Insulinpens, nebulizers, and so forth.
- Familiarity with database programs for entering health records.

**Skill Requirements:**

Skilled in:

- Dispensing medications, especially to children.
- Using a Windows-based desktop computer, and familiarity with word processing.
- Accurate record keeping.
- Proper procedures for dispensing medications.
- Proper handling and utilization of vision and hearing equipment.
- Organizational skills.
- Ability to observe, monitor, and record blood sugar readings and levels and follow emergency plans for diabetic children.
- Ability to maintain confidentiality regarding student information.
- Ability to continue training in health-related areas.
- Ability to be flexible and work independently.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
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Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

#### General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, there is a risk from handling toxic or caustic chemicals, such as medications, and some risk may be experienced when using certain medical equipment.

The typical noise level is considered to be moderate.

#### General Physical Conditions:

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b><u>Vision Requirements:</u></b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. or less)		
Distance Vision (20 ft. or more)		
Color Vision		
Depth Perception		
Peripheral Vision		

#### **Job Classification History:**

Classification reviewed and revised by Penn, Inc., Human Resource Management



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Consulting