



Fridley Public Schools

A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Health Assistant	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Licensed School Nurse and School Principal	April 2013

JOB SUMMARY

The Health Assistant works closely with the Licensed School Nurse (LSN) and many responsibilities are delegated functions under the Nurse Practice Act. Observes, evaluates and provides health care for all students/staff within his/her scope of training and delegated functions. Administers and documents medications and/or treatments as delegated by the LSN. Collects and maintains health information on electronic health records while maintaining data privacy and confidentiality.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	<ul style="list-style-type: none"> Review and verify student immunization records for compliance prior to enrollment and maintain while student is enrolled. Prepare annual immunization report and file appropriately with the state of Minnesota.
2.	<ul style="list-style-type: none"> Distribute, collect and maintain current student/staff emergency sheets. Maintain and update current health information on pupil health records in district-assigned systems including those records transferred from paper to digital storage. Review and update student health concerns list, and provide health information as necessary to staff as directed by LSN. Maintain daily log electronically in district-assigned systems. Issue physical education excused absences as directed from physician/parent. Notify staff as appropriate. Monitor absentee list and notify the LSN of trends, number of incidences, or special concerns.
3.	<ul style="list-style-type: none"> Organize and conduct Health Service portion of student registration and orientation sessions (i.e. Kindergarten Round Up, Kick-Off, Registration Day, etc.) prior to start of student school year. Conduct vision and hearing screening. Document and send referrals as directed by LSN.

JOB TITLE

Health Assistant

CONTRACT REFERENCE

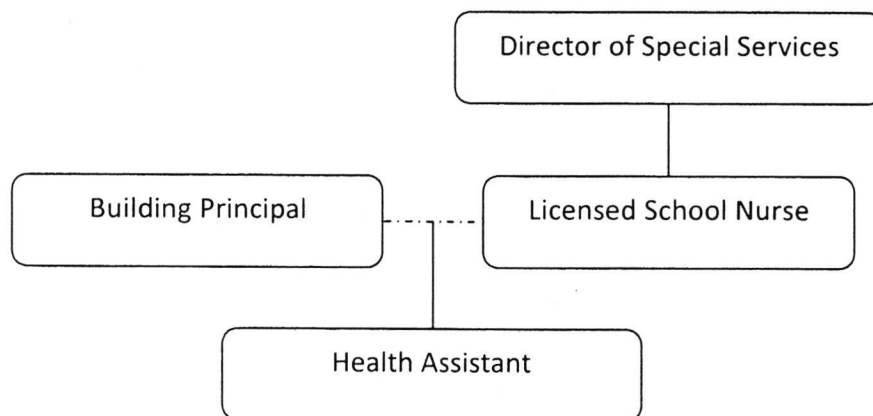
Clerical, Library, Health, and Computer Assistants

- Page 2

4.	<ul style="list-style-type: none"> • Administer First Aid to injured students/staff. • Prepare, record, and file accident reports according to district protocols. • Administer medication according to district policy and procedures as delegated by the LSN. • Assist students with diabetes with insulin and nutrition management based on daily school menu and student specific delegation by LSN. • Report communicable diseases to LSN for follow up with MN Department of Health. • Follow Emergency Care Plans and Student Care Plans.
5.	<ul style="list-style-type: none"> • Maintain health office environment, equipment, supplies and inventory • Serve as member of the Building Crisis Team
6.	<ul style="list-style-type: none"> • Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School Diploma
2. Current Basic First Aid Certification
3. Current CPR (cardiopulmonary resuscitation) Certification
4. Proficiency in typing, clerical and computer skills
5. Familiarity and experience working with students from diverse cultures.

ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

DIRECT SUPERVISION

—————

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

- - - - -