

SCHOOL HEALTH ASSISTANT JOB DESCRIPTION

Reports to: School Principal and licensed school nurse.
Work direction provided by building nurse

Job Goals: To provide for the immediate health related needs of the students and to work under the work direction of the building nurse to see that medical aid is provided when necessary and health records are accurately maintained.

Essential functions of the job include but are not limited to the following:

- Provide basic first aid.
- Dispensing of prescription medications under supervision of the building nurse.
- Collect, update and maintain student health information and immunization records.
- Assist in ordering/stocking of supplies.
- Answer phones, assist parents, general clerical duties as assigned.
- Contact parents, staff or other agencies as appropriate.

Other functions of the job include but are not limited to the following:

- Other duties as assigned by the building nurse and/or principal.

Knowledge, Skills and Abilities required:

- High School graduate or GED
- Completion of approved course in first aid
- Current and continuing certification in first aid and CPR.
- Interest in and an understanding of children and adolescents
- Ability to communicate effectively both orally and in writing with students, employees at all levels in the organization and with others in the community.
- Ability to establish and maintain cooperative and effective working relationships with others including students at age level of assigned position.
- Basic knowledge of office practices such as filing systems and use of computer and software programs such as excel, word processing and accessing student data.
- Demonstrate knowledge of OSHA standards about Blood Borne Pathogens.
- Ability to maintain confidentiality, understand and follow data privacy rules and regulations related to students and staff.
- Ability and proven record of reporting to work on a regular and punctual basis.