

**KENT SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT II HEALTH TECH / ELEMENTARY & SECONDARY**

LAST REVISION DATE: September 23, 2021	WORK PERIOD: 9 Months
EEO CATEGORY: Office & Clerical	UNIT CLASSIFICATION: KAEOP
FLSA STATUS: Non-Exempt	REPORTS TO: Principal or designee, or other administrator

PRIMARY PURPOSE:

The purpose of this position is to administer first aid to ill or injured students according to district guidelines; attend to ill or injured students and determine what course of action should be taken; maintain a log of all students utilizing health room services; dispense medications according to written district policy; assist with screening programs such as vision and hearing; maintain required student health records as appropriate; complete student accident reports as needed), check for head lice and determine re-entry to school; maintain confidentiality with regard to district-related records and matters and other duties and responsibilities as may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases other duties may also be assigned.

1. Provide health room services in accordance with established district procedures; administers first aid to ill or injured students when appropriate. Attend to ill or injured students and, upon discussion with a Registered Nurse, determine what course of action should be taken and implement care measures based upon delegation from the Registered Nurse.
2. Administers medication in accordance with district procedures and keeping accurate weekly counts of medication
3. Updates and maintains student health records using computerized applications, such as an automated student information system as well as word processing and spreadsheet applications; maintains hard copy files, as needed.
4. Types correspondence and processes a variety of forms, including immunization and out of compliance forms.
5. Makes appropriate emergency communications, including 911 calls, communication with parent or guardian, and follow up reports.
6. Maintain a record of all medications dispensed; dispense medication according to health care provider documentation and/or written district policy.
7. Assist with vision and hearing screening programs and lice checks.;
8. Provides for a friendly, open, and safe atmosphere in the school office and reception area.
9. Maintains a high degree of confidentiality regarding all district-related matters and records.
10. Serves as member of the building support team; performs related duties including clerical tasks consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Works directly under the direction of the building principal, other administrators, school nurse, or office manager. Interacts daily with students, school staff, patrons, and/or with district staff.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The usual and customary methods of performing the job's functions require sitting, walking, standing, lifting, carrying, pushing and/or pulling, fine finger dexterity.

QUALIFICATIONS: Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

1. High school diploma/GED required.
2. Ability to keep timely, accurate, and efficient records, including preparation of reports from student records.

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3. Ability to learn new health care procedures.
4. Ability to organize, set priorities, and work effectively under pressure.
5. Ability to exercise sound judgment, including appropriate handling of confidential matters.
6. Able to maintain effective communication with all office staff members, students and parents and the general public.
7. Ability to provide a high level of customer service.
8. Ability to accurately administer medication to students.
9. Ability to operate a computer and other office equipment.
10. Ability to maintain timely, accurate, and efficient record keeping, including preparation of reports from office records.
11. Ability to learn new operations, procedures, processes, and use of new equipment.
12. Ability to organize, set priorities, and work effectively under pressure.
13. Ability to exercise sound independent judgment, including appropriate handling of confidential matters.
14. Ability to establish and maintain effective working relationships with students, staff, parents, and the general public.
15. Pass clerical test associated with this level position
16. Ability to work with a significant diversity of individuals and/or groups

Education and Experience

High school diploma/GED or equivalent educational experience; additional related training desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

Valid first aid, CPR card, Automated External Defibrillator (AED) training and knowledge of modern emergency health-care procedures required for school positions.

EVALUATION:

Evaluation responsibilities are assigned to the building principal, designee, or other administrator.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload while staying within the AAIL classification level