



Thompson School District Classified Job Description

Job Title: School Health Office Assistant **FINAL**
Revised Date: February 2017
Work Year: 177 days
Department: Exceptional Student Services - Nursing
Reports To: School Nurse or Principal
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY Assist school nurse in maintaining current and accurate medical health records on all students. Serve as a resource for families of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Evaluate and attend to student health needs including the ability to check vital signs and operate general and specialized medical equipment when needed.
- Maintain health records and state mandated immunization records on students.
- Dispense medication and monitor health condition of students with medical conditions.
- Communicate with school nurse, staff, parents, medical clinics and physician offices regarding student health needs.
- Maintain health office, order supplies, and make copies as needed.
- Assist site with registration activities including the gathering of health and immunization records
- Attend required district and department in-services and trainings.
- Schedule and assist with vision and hearing screenings for students.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing, communication, and accounting skills.
- Ability to operate personal computer and must possess basic word processing skills.
- Ability to operate general and specialized medical equipment such as blood

pressure cuff, insulin and medication pumps and other delivery devices, and AED preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts as a resource for families, volunteers and district staff, including training, demonstrating, and answering questions.

EDUCATION AND TRAINING: High school diploma or equivalent. Equivalent combination of education and experience accepted.

EXPERIENCE: 0 – 2 years experience in working with children is preferred. Experience working in related field preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR, First Aid and Medication certification preferred at hire or within 3 months of hire. Required within first six months of hire. This position requires that the employee work under delegation of a licensed nurse.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.
- Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and smell. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

- *Elementary level:* In addition to the above, the employee must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- *Secondary level:* In addition to the above, the employee must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.