Title: School Health Assistant

Salary Schedule Range: 31

Purpose of Position: To provide basic first aid, routine and emergency health assessment, treatment and referral services.

Reporting: Reports to an assigned supervisor.

Employment Status: Full-time (FLSA Non-exempt)

Location: School site

Essential Functions:
Administer basic first aid, CPR, and routine and emergency health assessment, treatment and referral services; dispense medications and screen ill or injured students in accordance with state laws and established district procedures.

Maintain student health records and records of students requiring medical attention; compile data for reports.

Administer prescribed medications or other approved treatments to students with physician’s instructions.

Assist medically fragile students with toileting, catheterization, suctioning, colostomy care, oxygen administration and other services.

Screen students for head lice or other communicable diseases, and issue exposure notices as necessary.

Maintain and update student files, immunization records, accident reports, emergency medical records, and disability reports.

Communicate with students, parents, District nursing staff or health care providers regarding immunizations, vision, hearing and dental screenings, allergies and other health conditions.

Perform routine eligibility screening for social service agencies.

Requisition equipment or supplies needed in the school health office.

Maintain the school health office in a clean, orderly, and sanitary condition; maintain disaster and first aid kits for campus and field trips.

Protect the confidentiality of student health information.

Perform a variety of clerical duties, including production of reports, correspondence, forms, notices, rosters and referrals.

Operate a variety of contemporary office equipment.

Perform related duties as assigned.
Maintain punctual and consistent attendance.

**Working Conditions & Physical Demands:**
Indoor work with no exposure to weather conditions; some outdoor work possible when responding to student needs during recess or fieldtrips.

Exposure to ill children.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate equipment and bandages or ice packs; sitting for extended periods of time; standing or walking, kneeling and stooping; reaching overhead to retrieve or store materials.

**Knowledge, Skills and Abilities:**
Knowledge of basic first aid, CPR, and routine and emergency health assessment techniques, preferably in a K12 public education environment.

Operate a computer to store or retrieve information; produce documents and reports using proprietary or mass market software programs such as MS Office.

Develop and maintain productive working relationships with students, parents, school site staff and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Understand and follow verbal and written directions.

Ability to work independently and with minimal supervision.

Work effectively in a busy environment with frequent interruptions.

Meet schedules and timelines.

Work collaboratively with others.

**Education, Training and Experience:**
Graduation from high school and one (1) year of clerical or office experience.

**Additional Requirements:**
Valid First Aid and CPR certification issued by an authorized agency.

*This position is eligible for Interpreting/Translating premium pay*