

SECTION I: GENERAL INFORMATION

Classification Title: Health Assistant	Department: Teaching & Learning	Unit: Educational Assistants
Immediate Supervisor: Building Principal/Licensed School Nurse	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Building Principal and guidance of the Licensed School Nurse, the Health Assistant is responsible for providing health services to students in the health office by providing first aid or emergency care for ill or injured students and staff in accordance with health care policies, rules and guidelines; administering medications in accordance with physician orders; assisting in the maintenance and updating of health records/files; assisting with health screenings; and other duties as assigned by the Licensed School Nurse.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Provides various health services to students in the health office. <ul style="list-style-type: none"> • Observes student conditions and performs necessary treatments/procedures in accordance with department guidelines, procedures and policies. • Provides first aid and handles student illnesses and medical conditions. Assists with ankle injuring, cuts, scrapes knee injuries, fevers or other health issues under the guidance of the LSN. • Takes student vitals and temperatures. • Administers care to students in accordance with student’s individual health care plan(s) (IHP’s). • Notifies LSN of any health emergencies. Evaluates if injured or ill students should be sent home, parents notified and/or 911 be called. Refers students to LSN or other professional help including activation of first responder team. 2. Dispenses and/or administers treatments, over-the-counter or prescription medication as per parent requests or a physician’s order. Makes sure students come in to take their daily medications. Documents all medications administered. Obtains and maintains physician orders for medications, inhalers, insulin, etc. 3. Maintains and updates health records. Updates and maintains immunization records, IHP’s in accordance with department procedures and state requirements. Documents and maintains medical information, emergency contact information, chronic health problems, screening data, incident reports and office visits. 4. Conducts vision and scoliosis screenings and/or rescreenings under the supervision of the LSN. 5. Disseminates required information to families and staff regarding communicable diseases and classrooms affected by these diseases. 6. Assists school administrators and supervisors in identifying students with excessive absences. 7. Performs other duties of a comparable level or type, as required.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No prior experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district such as PCA certification, first aid AED,CPR, blood borne pathogen certification, etc.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> Using various computer software applications such as Excel, Word, e-mail, and general office productivity software or customized software/applications used by the district in maintaining department files, health records and health plans. Providing first aid and basic life support. Ability to assess conditions, prioritize and provide general first aid and health assistance to student injuries and/or health concerns within the strict instructions, guidelines, parameters, and policies of the district and immediate direction of the health care specialist. Ability to communicate effectively with parents, staff, supervisors, and students using excellent oral and written communication skills. Dealing appropriately with children concerning their issues, concerns and feelings. Operating screening equipment and the conduct of hearing, vision and scoliosis health screenings. Learning, applying and following health treatment plans and procedures provided by the LSN and under their direction. Administering medications and treatments (i.e. glucose monitoring, vital signs, etc.) in accordance with physician orders. Ability to learn how to triage medical emergencies and injury situations in accordance with operational procedures. Learn and identify conditions and symptoms of disease conditions. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:
 Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Work is performed where there is exposure to common illnesses, such as influenza, bacterial infections, and the common cold; and there is occasional exposure to various bodily fluids, including blood, vomit and urine. There is also frequent exposure to as disinfectants or other chemicals used within health service. Risks and hazards associated with the work can be significantly minimized given the training, safety procedures and risk management procedures of the district.
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SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 5/2016 BCC