

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: School Health Assistant**

**DEFINITION:** Under the supervision of the school site Administrator and under the general direction of the Special Education Director and the School Nurse, performs the necessary duties to assist with students who have moderate to severe physical and/or medical needs (medically fragile). Maintains health records, referrals and reports; administers routine first aid and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health related services as required. Provides routine clerical support in the school office as needed.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Organizes, prepares, maintains and updates information for student health records and files. Reviews student immunization records and advises School Nurse, students, parent of immunization needs. Reviews emergency cards and health files in order to complete health conditions lists annually for each school site assigned
- Accurately maintains lists and files of students with medical and physical problems and advises teachers and staff of special treatment requirements.
- Inventories and orders health office forms and supplies; maintains proper standard of cleanliness in the health office
- Performs standard clerical functions such as typing filing, record keeping, and similar duties, in support of school office operations
- Refers parents and students to public health agencies or other health care providers; assists in referring families without health insurance to the appropriate agency for help in securing medical insurance as appropriate
- Administers first aid and assists ill or injured students; administers CPR if needed in an emergency; administers emergency medications such as epi-pen, glucagon and seizure medication if needed
- Contacts parents and/or School Nurse regarding accidents or illnesses and follows the instructions of the school nurse. Prepares accident reports and maintains records
- Assists School Nurse in school health programs and tests such as hearing, vision, immunizations, classroom inspections and screenings for communicable diseases and exclusions when appropriate.
- Administers medication in strict compliance with physician's orders per State law and District policy
- Provides specialized health services/procedures to students as directed by the individual student health care plan, under the direction of the school nurse

- Observes student health status in a variety of school settings including field trips, school campus, classroom and office and contacts parents as appropriate
- Reports suspected child abuse or neglect according to established District policies
- Performs related duties as required

**REQUIRED QUALIFICATIONS**

**KNOWLEDGE OF:**

- Standard office procedures and practices
- Computer skills in word processing, spread sheets and data entry
- Emergency first aid for a variety of conditions (diabetes, seizures, allergic reactions, asthma and breathing and heart related emergencies)

**ABILITY TO:**

- Administer first aid to ill or injured children
- Learn and apply District policies and procedures related to student health care/record keeping
- Obtain a valid First Aid / CPR certificate within one month as a condition of continuing employment
- Understand and accurately carry out instructions in an independent manner
- Communicate effectively in both oral and written form
- Maintain cooperative relationships with those contacted in the course of work
- Maintain confidentiality of school related information
- Be flexible and receptive to change

**EXPERIENCE AND EDUCATION**

**EXPERIENCE:**

- At least 2 years experience working in a health service and/or with children or in a youth related activity
- Experience working with children with disabilities.

**REQUIRED LICENSES/CERTIFICATES:**

- High school diploma or equivalent
- First Aid/ CPR certificate

**DESIRABLE QUALIFICATIONS:**

- Bilingual/Biliterate – Spanish/English
- California State License as a Registered Nurse or California Licensed Vocational Nurse
- Audiometric certificate
- Working knowledge of Aeries student database

**PHYSICAL DEMANDS:**

WORK POSITION (percentage of time):

Standing: Frequently    Walking: Frequently    Sitting: Frequently

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School Health Assistant

**BODY MOVEMENT (FREQUENCY)**

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting: 3    Bending: 3    Pushing and/or Pulling: 2  
Reaching Overhead: 2    Kneeling or Squatting: 2

**LIFTING REQUIREMENTS**

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

0-10 LBS.: 3    11-25 LBS.: 2    26-50 LBS.: 2  
52-75 LBS.: 2 w/ assistance    76-125 lbs.: 1 w/ assistance

First Reading: 06/19/2012

Board Approval: 06/19/2012

Reviewed by Classification Study Committee: July 27, 2016

Approved: 6/26/2018