



**JOB TITLE: SCHOOL HEALTH ASSISTANT**

**DEFINITION:**

Under the direction of the Principal, plan, organize and coordinate activities in a school health office and provide health-related services; administer basic first aid to ill and injured students and staff according to established guidelines.

**ESSENTIAL FUNCTIONS:**

- Provide a variety of health-related services in an assigned school office.
- Administer first aid and cardio-pulmonary resuscitation (CPR) to ill and injured students and staff according to established District guidelines as needed; contact parents or paramedics as appropriate.
- Assist students and staff by cleaning and bandaging minor wounds, applying ice-packs, taking temperatures and performing other routine health services.
- Administer medications to students and maintain related records according to established procedures.
- Screen students for proper immunizations; advise parents of needed immunizations and monitor compliance with immunization requirements, inform Principal and District Office of delinquent student records.
- Answer health related questions; take and relay messages; provide information to students, parents, and site personnel regarding District health services programs, guidelines for readmission of students with communicable diseases and other related information; explain and apply District policies, procedures and regulations pertaining to the position.
- Prepare and maintain a variety of records, files and reports related to immunization, student health problems and other applicable records; maintain confidentiality of student information.
- Compile, prepare and maintain information including student health records and records of new and transfer students, health-related lists and correspondence; complete State and District forms and reports according to established procedures.
- Assist with classroom inspections for communicable diseases; assist with preparation and arrangements for health screening and testing programs.
- Type from notes, rough draft or verbal instructions a variety of written health-related materials including correspondence, records, forms, reports and lists.
- Assist with a variety of clerical and other functions and activities in the school office as time allows; perform duties to assure efficiency and effectiveness and meet health-related established time lines.
- Order, receive and distribute health office and first aid supplies as needed.
- Operate a variety of office machines including typewriter, calculator, copier, computer and word processor.
- Participate in meetings and in-service training programs as directed.
- Refer significant health-related matters to District office personnel as appropriate.
- Perform other related duties as assigned.

**Secondary Functions:**

- Only one of these classifications is assigned to a school. All duties listed are considered essential.

**EXPERIENCE AND EDUCATION:**

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.



**Education and Experience:**

Any combination equivalent to: graduation from high school and one year of clerical experience and some experience providing services to children.

**Licenses and other Requirements:**

Possess or obtain first aid and CPR certificates issued by an authorized agency within 30 days of employment.

**Mental Demands**

**Language Skills:**

Ability to: read, understand and explain school policies and procedures; compile information and write reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary; communicate effectively, in person or on the telephone, using tact, patience and courtesy.

**Mathematical Skills:**

Ability to: add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals; maintain accurate statistical records.

**Reasoning Ability:**

Ability to: solve practical problems and deal with situations where some non-standardization exists; learn quickly to interpret and apply applicable instructions, laws, rules, policies and procedures furnished in written, oral, diagram, or schedule form; exercise good judgment and discretion in resolving confidential and sensitive situations.

**Other Skills and Abilities:**

Demonstrate knowledge of:

CPR and first aid techniques.

Health and safety regulations pertaining to the position.

Applicable sections of State Education Code and other applicable laws.

Organization, rules and programs related to health services.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Demonstrated abilities to:

Administer first aid to ill or injured students and staff.

Prepare and maintain files, records, reports and referrals.

Type accurately at an acceptable rate of speed.

Work cooperatively and effectively with others.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Learn the procedures, functions and limitations of assigned duties.

Read, explain and follow rules, regulations, policies and procedures.

Perform clerical duties such as filing, duplicating, typing and maintaining records.

Complete work with many interruptions.



**PHYSICAL REQUIREMENTS:**

The physical demands described here 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 individual with disabilities to perform the essential functions.

**Body Movement:**

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Occasional Activities: walk to other classrooms or other offices to deliver information or materials.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

**Vision Requirements:**

Ability to: see clearly at 20 inches or less, identify and distinguish colors; adjust the eye to bring an object into sharp focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment:**

School office environment. The work environment is moderately noisy.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, an employee is exposed to demanding time lines, constant interruptions and the normal risks of exposure to childhood or infectious diseases.



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**