

Alhambra Unified School District  
Job Description

## **HEALTH ASSISTANT**

### Definition

Under general direction of the Coordinator-Health and Nursing Services to assist the school nurse in carrying for the health needs of students; and to perform general health office duties in accordance with state health laws and district procedures; and to do related work as required.

### Class Characteristics

Positions in this class are found in elementary schools and are assigned to assist a school nurse in carrying out the basic objectives of the school health program. Incumbents often are without direct supervision and use independent judgment when performing their duties. Duties may include administering routine first aid, assisting with health and physical examinations and recording and maintaining various health data on records, and assisting with routine vision, dental, hearing, and scoliosis screening. Contact with students is continuous throughout the data with responsibility for supervision on those students while in the health office.

### LICENSE AND CERTIFICATES REQUIRED

Possession of a valid and appropriate California Driver's License;  
Possession of a First Aid Certificate issued by the American Red Cross;  
Possession of a Basic CPR Certificate.  
(An up-to-date First Aid Certificate and CPR Certificate are required.)

### EXAMPLES OF DUTIES

Provide first aid care and screens ill or injured students according to established procedures; performs or assists the school nurse with basic nursing care (may include tracheotomy care); assists in recording all information pertaining to the health status of students on individual health records; screens student records for proper immunizations; alerts parents of needed immunization and maintains communication until records of immunizations are provided; screens all kindergarten and first grade students who have never attended kindergarten or who are new to the State for verification of tuberculosis skin test (Mantoux) and prepares report for County; assists with the preparation and arrangements for vision, hearing, and scoliosis testing procedures; assists in setting up appointments and assisting in physical exams as required by the Department of Health Services; records students test results; schedules follow-up appointments if further testing is required; helps control the spread of contagious diseases by following procedures specified by the school nurse; assists with verification of selected pupil absences by telephone contacts with parents; readmits students to school who have been out with a communicable disease, length illness, injury or surgery; completes students accident reports; assists in the collection of information as required by the Coordinator-Health and Nursing Services regarding State reports on immunizations, vision, hearing and scoliosis testing and CHDP; administers prescribed medication as ordered by physician and

Health Assistant  
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directed by the school nurse; makes up and distributes first aid kits for classrooms; responsible for maintaining and requisitioning first aid and health supplies; provides a wide variety of routine clerical and typing work; maintains health office in a clean and orderly manner; may transport students from school to their homes; issues excuses for physical education to students when they are assigned; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- CPR and First Aid techniques;
- Health and Safety regulations;
- District organization, operations, policies, and objectives;
- Modern office practices, procedures, and equipment;
- Record-keeping techniques;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Oral and written communications skills;
- Interpersonal skills using tact, patience, and courtesy;
- Telephone techniques and etiquette.

Ability to:

- Administers first aid to all ill or injured students;
- Establish and maintain files, reports, and referrals;
- Work cooperatively with others;
- Understand and follow oral and written directions;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Maintain record and prepare reports;
- Work confidentially with discretion;
- Read, interpret and follow rules, regulations, policies, and procedures;
- Perform clerical duties such as filing, duplications, typing, and maintaining records;
- Complete work with many interruptions;
- Speaking a second language may be required.

Education and Experience

Any combination equivalent to: Graduation from high school and two years of clerical experience involving contact with children.

Working Conditions

School health office; subject of exposure to communicable or infectious diseases and occasional lifting of ill or injured students, equipment, and supplies.

Retyped August 2010