



JOB DESCRIPTION

School Health Assistant

Reports to:	Principal / Credentialed Nurse	Employment Group / Salary Range:	Classified Range G
Dept:	Student Services	FLSA:	Non-exempt
Annual Work Days	183	Formal Review Date: Board Approval Date:	4/14/2023 6/05/2023

PRIMARY FUNCTIONS

Under general supervision, performs first aid and routine health screenings for students and staff; provides emotional support; maintains student health records; provides backup to other school administrative support staff; may provide logistical support for meetings and school events; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- In compliance with established procedures, performs basic first aid care and treatment of injured and sick students conducts basic assessments of symptoms; makes decisions regarding sending students home, based on established protocols; contacts parents or guardians in the case of illness and to provide medical information and paperwork; provides encouragement or a place to rest for students who are not feeling well; in the event emergency care is required, calls for emergency assistance and communicates with staff, registered nurse and parents as necessary.
- Dispenses and administers non-prescription and daily prescription medications based on approved instructions received from students' physicians and parents; under the supervision and direction of an RN or LVN, monitors glucose levels for diabetic children; monitors menus for children with severe allergies and stores; utilizes Epi-pens in the case of severe allergic reaction.
- Assists registered nurses in various health clinics, in inspections for communicable diseases and/or parasites, and in performing necessary clerical work.
- Provides a variety of clerical support functions related to the maintenance of confidential electronic and paper student medical records; reviews records of newly enrolled students; verifies immunization records, required physical examinations, health problems and/or medication needs and provides necessary notifications and follow-up; maintains student emergency notification cards; maintains records of all medications and medical services provided; completes and maintains incident reports; maintains a variety of other records and information; types and distributes health notices and information to teachers and parents. Submit monthly logs for services eligible for Medi-Cal billing.

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- Assists in school administrative support functions including support to students, parents, other staff and the public over the phone or at a public counter; provides routine clerical and recordkeeping support.
- Provide COVID-19 Rapid Antigen testing for students and staff. Notify District/Site admin of COVID-19 cases and exposures. Communicate return information to parents/guardians from COVID-19 isolation.
- Order supplies as needed.
- Disinfect health offices throughout shifts as needed to maintain a clean and safe environment for students.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent, and at least one year of responsible experience in clerical or administrative support in a medical environment; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Annual certification for CPR and First Aid required at time of appointment and during the course of employment.
- Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- First aid, CPR and health care treatment practices and procedures applicable to areas of assigned responsibility.
- Methods and practices of providing routine medical/physical care to students with asthma, diabetes, severe allergies and dietetic restrictions and other conditions of similar difficulty and complexity.
- Universal precautions and control of infectious diseases.
- Proper procedures for storing medicine, medical supplies and equipment.
- Health and safety regulations and requirements applicable to a school district.

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- District rules, policies, and procedures applicable to student health, child abuse reporting requirements and medical records.
- District policies and state regulations concerning immunization of school-aged children.

Skills and Abilities to:

- Perform first aid/health care procedures efficiently and with compassion and encouragement and to take appropriate emergency action according to established procedures, medical guidelines and in a timely manner
- Recognize signs and symptoms of illness, injury and allergic reactions and take appropriate action in accordance with established procedures.
- Lift, reposition and move students safely.
- Maintain detailed and confidential student records and files.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.
- Speaking and writing in Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is required to lift and or carry up to 20 lbs to waist height. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

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Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions. Exposure to vomiting, diarrhea, fever and other health conditions also may occur.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed