



Ross Valley School District

# HEALTH ASSISTANT

|                        |                              |
|------------------------|------------------------------|
| Department/Division:   | Student Services             |
| Reports To:            | Director of Student Services |
| Provides Direction To: | NA                           |
| Classification Status: | Classified                   |
| Date Prepared:         | August 3, 2018               |
| Board Adopted:         | August 14, 2018              |

## GENERAL PURPOSE

This is a classified position within the Student Services Department. Under the direction of the Director of Students Services and the site Principal and technical supervision from the District School Nurse, the Health Assistant performs a variety of duties to ensure the health and safety of students. The Health Assistant assesses and provides routine and urgent medical care and minor treatment of injuries and illnesses as authorized by education code, district policy, and level of training as determined by the District School Nurse.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties and responsibilities in this section are representative of this position and are intended only as illustrations of the various types of work that may be performed. This list is not intended to be an exhaustive list of all of the tasks assigned, and 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 the class.*

- Dispenses prescribed medications or other approved treatments to students with physician's instruction in accordance with the established district procedures by the district nurse.
- Assists students with procedures such as blood glucose monitoring and self-catherization to support independence.
- Administers emergency medication for seizures, such as Diastat
- Administers emergency medication for allergic reactions, such as epinephrine
- Administers inhaled asthma medication, as required by a student's medical plan as determined by the district nurse.
- Provides basic first aid and emergency care to ill and injured students in accordance to established district procedures.

- Maintains daily student sign-in logs, reports, and health records of all students requiring medical attention.
- Screens students for head lice and/or other communicable diseases and issues exposure notices as necessary and in accordance with established district procedures.
- Initiates, maintains, and updates student medical and health records, including immunizations, accident reports, and/or emergency medical reports, as assigned, and compiles data for reports.
- Maintains student sign-in logs for all visits to the health office.
- Assists in any health screening programs, such as vision and hearing.
- Inventories and prepares first-aid kits for classroom and field trips.
- Performs a variety of clerical duties as related to the position.
- Maintains confidentiality.
- Supervises children while in the health office.
- Establishes, maintains, and consistently models high expectations for all children, built upon positive, warm, caring, and nurturing relationships.
- Communicates regularly with the district nurse and principal, regarding all aspects related to his/her areas of responsibility within the program.
- Assists in maintaining a clean, neat, orderly, safe, and sanitary environment.
- Participates in professional development and attends all staff meetings and other meetings, as directed.
- Interacts effectively with other school staff, parents, students, and volunteers.
- Refers questions and concerns to the school nurse, principal and/or director of student services as appropriate.
- Performs related duties as assigned.

## **MINIMUM REQUIREMENTS**

### Possession of:

- Valid Standard First Aid and Adult, Infant, and Child CPR Training.
- Knowledge of Universal Health Care Precautions
- If no valid First Aid Training and/or CPR willing to attend training within 30 days of hire,

### Knowledge and Abilities:

- Effective interpersonal skills
- Ability to communicate effectively, both orally and in writing
- Interact positively with and establish and maintain collaborative working relationships
- Ability to organize, plan, coordinate, and direct a variety of services
- Knowledge of first aid and CPR
- Communicate well, both orally and in writing, utilizing proper spelling, grammar, and punctuation.
- Understand and assist with the medical needs of students.
- Establish and maintain cooperative and effective working relationships.
- Supervise students under his/her care.
- Perform routine clerical duties.

- Recognize and remove safety hazards to students.
- Learn and follow the practices, and procedures related to public education and related to the position to which assigned.
- Perform duties in a manner which is consistent with school nurse, principal and director instructions and expectations, successfully carrying out oral and written instructions as directed.
- Administer basic first aid.

## **EXPERIENCE:**

### Preferred/Desired Experience in:

- Experience working with students in a public school.

## **PHYSICAL DEMANDS**

*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 individuals with disabilities to perform the essential functions.*

The usual and customary methods of performing the job's functions require the following physical demands: regularly required to sit and stand (up to 1 hour at a time), walk, talk, see or hear; use hands to finger, handle, or feel; some lifting, carrying, pushing, and/or pulling (up to 40 pounds); occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch; hearing and speaking capacity to be heard in normal conversations in person or on telephone as well as to effectively exchange information; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Generally the job requires 25% sitting, 20% walking, and 50% standing.

## **MENTAL DEMANDS**

*The mental demands 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 individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when

interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

### **WORK 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 individuals with disabilities to perform the essential functions.*

Employees regularly work in an indoor a classroom environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical classroom conditions which are moderately noisy but will encounter a loud noise level both indoors and outdoors, occasionally. The employee is subject to constant interruptions.

### **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 individuals with disabilities to perform the essential functions.*

The usual and customary methods of performing the job's functions require some lifting and carrying (up to 20 pounds), pushing and/or pulling (up to 50 pounds); ability to grasp; hand-eye coordination; stand and walk, bend and stoop, and reach with hands and arms; use hands and fingers to touch, handle, feel, or operate standard office equipment including technology and keyboarding. Sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The job includes 40% sitting, 30% walking, and 30% standing.

While performing the duties of this position, the employee will be regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; work on multiple and concurrent tasks; work with frequent interruptions; work under deadlines; demonstrate judgment and professionalism when interacting with administrators, coaches, students, and all others encountered in the course of work. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

### **WORK 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 individuals with disabilities to perform the essential functions.*

Employees regularly work in an indoor office and classroom environment. The employee will work under typical conditions which are moderately quiet, but may encounter a loud noise level,

occasionally. The employee may drive to District sites, training facilities, community meetings and other locations as needed.