



Annandale Public School District 876

JOB DESCRIPTION

Position Title:
Health Assistant

Department:
Health Services

Unit:

Immediate Supervisor:
Licensed School Nurse

Grade Placement:
10

FLSA Status:
Non-Exempt

Job Summary:

Under the direction of the Building Principal, the Health Assistant is responsible for performing health related tasks and duties as delegated by the Licensed School Nurse and Building Principal. Duties include providing first aid/emergency care to students, administering medications, performing medical treatments, maintaining health records, assisting with screening/clinics, assisting students with bodily accidents and communicating with parents/guardians.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides care and performs first aid to sick and injured students in accordance with school policy and procedures.
2. Administers medications and treatments under the direction of the Licensed School Nurse.
3. Maintains and updates electronic student health records.
4. Assists the Licensed School Nurse in various screening programs and clinics as needed.
5. Maintains and executes the cleanliness of the health office, including contents and equipment.
6. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent.
- At least 6 months to one year of previous and related experience.

License/Certification Requirements:

- First Aid Certificate
- CPR Certificate

Knowledge required to perform the essential functions of the job:

- Knowledge of first aid, CPR, AED and BBP.
- Knowledge of health care screening procedures.
- Knowledge of communicable diseases and prevention.
- Knowledge of maintaining a database in relation to updating and maintaining records.
- Knowledge of the desired and adverse effects of medications when administered.
- Knowledge of district policies and procedures related to health services.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Following protocols, procedures, and written care plans to administer medications, treatments, first aid and episodic care.
- Critical thinking/judgement in determining when to alert the Licensed School Nurse, parents, and/or emergency services.
- Mathematical calculations in regards to dosage of medications in accordance with physician orders.
- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals regarding student health concerns.
- Operating and maintaining health care equipment.
- Maintaining confidentiality, following Data Privacy rules and regulations.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light work. Exerting up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.