

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Health Assistant

**TERMS OF EMPLOYMENT:** Range 5 / 190 Days

**REPORTS TO:** Site Administrator/School Nurse

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Valid CPR Certificate
- Experience in a school setting preferred

**GENERAL SUMMARY**

Under the direction of the school nurse and the site administrator performs clerical duties involved in assisting the school nurse in the maintenance of health records, referrals, and reports. Administers medications and routine first aid to students in accordance with State laws and District policies. Assists with health screening programs and other health-related services as needed which may include, but are not limited to: gastric tube feedings, tracheotomy care, toileting, diaper changing, etc. Training will be provided for these tasks by the school nurse or other qualified health professionals.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Provide health services to students at an assigned school site; take temperatures; administer minor first aid to ill and injured students
- Administer medications as prescribed in accordance with established guidelines; maintain related records
- Review immunization and health screening records of current and new enrollees to the district; refer parents to the appropriate health resources to update immunization and health screenings.
- Monitor conditionally enrolled students to ensure requirements are met
- Communicate student medical needs to teachers and other staff when necessary
- Obtain, review, and file student physical and oral health records; assist parents with related forms

- Screen students for head lice; notify parents and provide information for treatment; perform follow-up screening(s) upon the student's return
- May provide emergency short-term care to students with diabetes, asthma, or other situations requiring immediate care
- Assist school nurse with vision and hearing screenings
- Refer students to counselor, nurse, psychologist as needed

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Ability to understand, apply, and explain rules, regulations, procedures, and policies
- Ability to work under direct and indirect supervision: plan, organize, and coordinate work
- Ability to maintain confidentiality and security of sensitive information
- Ability to remain calm and patient while carrying out duties
- Ability to determine appropriate action within clearly defined guidelines
- Ability to understand and work within scope of authority
- Ability to establish and maintain effective working relationships with students, parents, teachers, and administrators
- Familiarity with keyboarding and the use of a computer
- Ability to work tactfully and courteously with the public, employees, and other officials

### **PHYSICAL REQUIREMENTS**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Sitting for extended periods of time
- Carrying, pushing, or pulling to assist students in wheelchairs
- Bending at the waist, twisting, squatting, kneeling, reaching, and grasping
- Moderate to heavy physical effort; ability to lift/carry 10 – 40 lbs.
- Moderate stress level; occasional high stress situations possible
- Keyboarding and mouse work

### **ENVIRONMENTAL CONDITIONS**

- Indoor office environment
- Temperature – normal climate

## **CONTACTS**

Daily contact with students, teachers, staff, and parents. Occasional contact with County and State departments.

## **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Board approved: 6/20/2017**