

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: HEALTH OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal, administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain a variety of records, files and reports.

REPRESENTATIVE DUTIES:

Perform basic first aid procedures for ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs. *E*

Administer medication as prescribed in accordance with established guidelines. *E*

Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary. *E*

Screen student symptoms to identify illness; determine need to be brought to attention of nurse; notify parents if necessary. *E*

Record and file immunization and CHDP records; send follow-up notices to parents; maintain list of students who have incomplete records. *E*

Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary; prepare first-aid kits; maintain log of students coming in to the health office. *E*

Prepare, maintain and type a variety of health-related records and files including confidential student health records, student cums, emergency medical records and other records as assigned; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed; prepare annual school reports including CHDP, immunizations and others. *E*

Process incoming records on new students; record vision, hearing and scoliosis screening results and referrals; verify compliance with State regulations for immunizations and CHDP physicals. *E*

Operate a variety of office equipment including a typewriter, computer, copier and fax machine. *E*

Assist with attendance-related activities as assigned by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Objectives and procedures related to the school health program.

Modern office practices, procedures and equipment.

Basic record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Technical aspects of field of specialty.

First aid and CPR techniques and practices.

ABILITY TO:

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations.

Administer first aid and CPR.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Learn department and program objectives and goals.

Read, interpret, apply and explain rules, regulations, requirements and restrictions.

Determine appropriate action within clearly defined guidelines.

Understand and work within scope of authority.

Work independently with little direction.

Observe health and safety regulations.

Work confidentially with discretion.

Perform clerical duties such as filing, typing and duplicating.

Operate office equipment including a computer, typewriter and copier.

Input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and/or one year of participation in nursing or medical service program, including clerical involvement.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

Subject to emergency medical situations.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Bending at the waist and turning/twisting to examine students.

Dexterity of hands and fingers to operate specialized health services and standard office equipment.

Seeing to assess injury or illness.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Classified Salary Schedule: Range 23

