

## HEALTH ASSISTANT

CL:14

### DEFINITION

Under the supervision of a school nurse or the district Director of Health Services, this position provides first aid, routine health office clerical duties, and assistance to the Director of Health Services as may be directed.

### DUTIES

Provides illness and accident attention to pupils; Contacts parents regarding transportation for sick or injured pupils; Transports parents and pupils to medical appointment when other transportation is unavailable; Weighs and measures pupils and enters data on health records; Performs receptionist duties in the school health office; Types correspondence, reports, health record cards, and information bulletins; Requisitions supplies, maintains adequate medical supplies and equipment located at school sites, i.e., clean sick beds, first aid supplies, etc.; Performs emergency services to cleanse and assist students who soil themselves due to loss of bowels or bladder control and vomiting, if parents are unavailable or cannot be reached; Provides specialized health care services for students such as wheelchair positioning, lifting, toileting, catheterization, tube feeding, feeding, ostomy care, tracheotomy suctioning, and other procedures which are necessary during the school day to enable a child to attend school; monitor student glucose testing and follow-up; provide injections on an emergency basis only, assist with the preparation of and arrangements for health testing programs performed by the school nurse; record student health test results in student health files; monitor student self-administration of medication as per specialized healthcare plan; maintain and record daily health services activities, including medication, administration records, daily logs of visits; Assists handicapped students in their use of restroom facilities as needed or otherwise directed; Interprets for school officials as requested in matters involving Spanish speaking students, parents, or others; Maintains a constant awareness of the public relations aspect of this position; Performs other duties reasonably related to the job class.

### MINIMUM QUALIFICATIONS

KNOWLEDGE: First aid; C.P.R.; Use of medical devices such as oral and rectal thermometers, blood pressure gauging device, and tourniquets; Basic knowledge of identifying childhood diseases; Basic knowledge of identifying symptoms of intoxicating substance abuse; Basic knowledge of clerical skills, including use of typewriter.

ABILITY: Read, speak, and write the English language; Type at a moderate rate of speed; Learn first aid procedures and provide illness and

## **I.U.S.D - HEALTH ASSISTANT**

accident attention; This is a bilingual position requiring the additional ability to read, write, and speak effectively in Spanish.

**EXPERIENCE:** The skills knowledge, and abilities listed above would typically be acquired through familiarity with record keeping of bookkeeping and basic first aid practices.

**EDUCATION:** High school diploma or equivalent.

**OTHER:** Posses valid CPR and First Aid certificates and a valid California motor vehicle operator's license.

### **NORMAL TERMS OF SERVICE**

Three to Six hours per work day, ten months per year.

### **IMMEDIATE SUPERVISOR(S)**

Director of Health Services  
School Site Principal  
School Nurse

### **REPORTING SUPERVISOR**

Director of Health Services  
School Nurse

### **REVIEWING OFFICER**

Site Principal