

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	2	

JOB TITLE	CONTRACT REFERENCE
High School Health Assistant	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Licensed School Nurse and High School Principal	April 2013

JOB SUMMARY

The Health Assistant works closely with the Licensed School Nurse (LSN) and many responsibilities are delegated functions under the Nurse Practice Act. Observes, evaluates and provides health care for all students/staff within his/her scope of training and delegated functions. Administers and documents medications and/or treatments as delegated by the LSN. Collects and maintains health information on electronic health records while maintaining data privacy and confidentiality. Will serve as secretary to the LSN.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<ul style="list-style-type: none"> Review and verify student immunization records for compliance prior to enrollment and maintain while student is enrolled. Prepare annual immunization report and file appropriately with the state of Minnesota. 	
2.	<ul style="list-style-type: none"> Distribute, collect and maintain current student/staff emergency sheets. Maintain and update current health information on pupil health records in district-assigned systems including those records transferred from paper to digital storage. Review and update student health concerns list, and provide health information as necessary to staff as directed by LSN. Maintain daily log electronically in district-assigned systems. Issue physical education excused absences as directed from physician/parent. Notify staff as appropriate. Monitor absentee list and notify the LSN of trends, number of incidences, or special concerns. 	
3.	<ul style="list-style-type: none"> Organize and conduct Health Service portion of student 	

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	<p>registration and orientation sessions (i.e. Kindergarten Round Up, Kick-Off, Registration Day, etc.) prior to start of student school year.</p> <ul style="list-style-type: none"> • Conduct vision and hearing screening. Document and send referrals as directed by LSN. 		
4.	<ul style="list-style-type: none"> • Administer First Aid to injured students/staff. • Prepare, record, and file accident reports according to district protocols. • Administer medication according to district policy and procedures as delegated by LSN. • Assist students with diabetes with insulin and nutrition management based on daily school menu and student specific delegation by LSN. • Report communicable diseases to LSN for follow up with MN Department of Health. <p>Follow Emergency Care Plans and Student Care Plans.</p>		
5.	<ul style="list-style-type: none"> • Maintain health office environment, equipment, supplies and inventory • Serve as member of the Building Crisis Team 		
6.	<ul style="list-style-type: none"> • Prepare and file state reports on immunizations for home school students. • Create and maintain health service forms used throughout the district at direction of LSN. • Compile, maintain, and archive district health service records per procedure. 		
7.	<ul style="list-style-type: none"> • Set up yearly student physical clinics in coordination with Director of Activities and local health providers. • Set up district employee flu shot clinics. 		
8.	<ul style="list-style-type: none"> • Coordinate and monitor AEDs throughout the district including monthly monitoring and pad/battery replacement. • Represent Health Services at district AWAIR meetings. 		
9.	<ul style="list-style-type: none"> • Distribute and collect supply orders for each health office, ordering after reviewing with LSN. • Maintain health services budget at direction of LSN. • Disseminate District information to building health assistants at direction of LSN (bloodborne pathogen, medication disposal, sharps containers, etc.) • Collect and maintain District accident reports from all schools. • Organize and schedule training/in-service at direction of LSN including CPR training for building Crisis Response Teams. • Conduct orientation and training of substitute staff following 		

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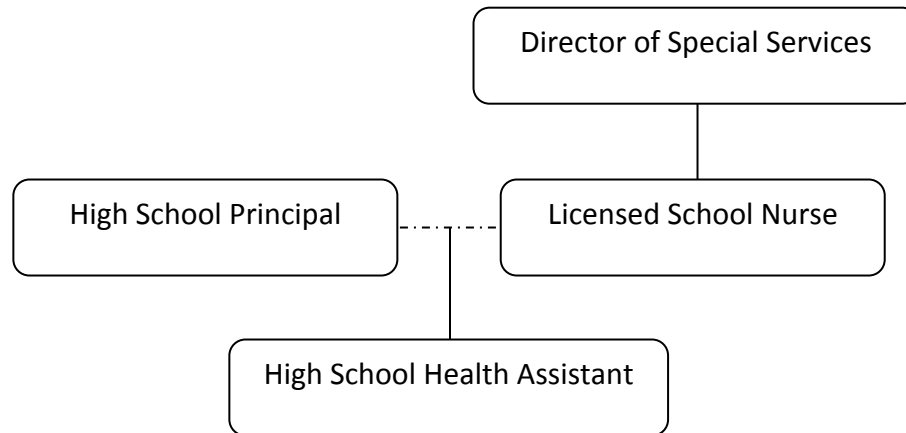
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	LSN training. <ul style="list-style-type: none"> • Maintain schedule of LSN for Health Services staff. • Provide leadership to Health Assistants in absence of LSN. 		
10.	<ul style="list-style-type: none"> • Other duties as assigned. 	%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma
2. Minimum of three years of school health assistant experience or comparable experience
3. Current Basic First Aid Certification
4. Current CPR(cardiopulmonary resuscitation) Certification
5. Proficiency in typing, clerical and computer skills
6. Familiarity and experience working with students from diverse cultures.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push,

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pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.