

# **FORT BRAGG UNIFIED SCHOOL DISTRICT JOB DESCRIPTION – HEALTH ASSISTANT**

## **DEFINITION**

To provide first aid and other health related services to children at school, and to perform a variety of clerical work.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the site principal.

## **EXAMPLES OF DUTIES** – May include, but are not limited to, the following:

- Provides first aid services, including CPR, to children who are hurt or become ill at school; takes and records temperature; applies bandages, splints, slings and ice packs to cuts and bruises.
- Performs specialized health care procedures as necessary, including blood sugar testing and insulin shots when indicated, administration of inhalers and medication according to district policy.
- Contacts parents when necessary; transports school child home or to the hospital, if required.
- Conducts hearing and vision screenings; contacts parents regarding failures and referrals.
- Establishes and maintains first aid kits for classrooms.
- Screens for head lice on students; contacts parents, recommends treatment; conducts follow up checks.
- Telephones parents regarding students' absence; locates parents of sick or injured students; schedules appointments with parents for student health profile; reminds parents of students needing immunization or booster shots.
- Compiles a list of student health problems for school site, district office, and bus garage; obtains individual emergency health plans; distributes information to site administrator and teachers as necessary and maintains confidential information in a secure central location.
- Maintains health office in clean and orderly condition; keeps inventory up to date.
- Prepares CHDP immunization and hearing reports to be submitted to the State annually.
- Performs various clerical duties such as typing, filing, computer data entry, and duplicating materials.
- Assists teachers with problems and instruction relating to student hygiene upon request.
- Assists the school office in registration of students as required, to include immunization verification.
- Establishes, organizes and maintains student health and emergency records, including daily medication and accident logs; records screening information in student files.
- Reports confirmed or suspected communicable diseases and/or illnesses to the site administrator; reports suspected cases of child abuse to the site administrator and appropriate agency.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent.

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**Knowledge of:**

- First aid procedures and practices.
- Modern office methods, procedures, practices and computer equipment.
- Correct English grammar, spelling, punctuation and usage.

**Ability to:**

- Maintain confidentiality.
- Provide first aid as necessary.
- Learn medical procedures as necessary.
- Compile and maintain accurate and complete student health records.
- Communicate sensitive information to parents in a diplomatic manner.
- Understand and follow oral and written directions.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative relationships with those contacts during the course of work, including students, parents and staff.
- Work independently with little supervision.
- Operate computerized data base programs and other standard office equipment.

**Experience and Training**

- Any combination of experience and training, which would indicate possession of the above skills and abilities.

**Special Requirements**

- Possession of a valid California driver's license.
- Possession of a valid first aid qualification comparable to the Standard Red Cross First Aid Certificate.
- Possession of CPR certificate.

**Physical Requirements**

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: April 27, 1989

Rev. Board Approved: October 11, 2001