**Health Assistant**

Reports to – School Nurse/Health Coordinator

Terms of Employment – 175 days per year

To assist the school nurse in providing students with health assistance and ensuring that the school district meets local, state and federal health regulations.

**PERFORMANCE RESPONSIBILITIES**

1. assist the principal with the detection of head lice and other social problems;
2. provide training to the staff and parents with detection, prevention and treatment of head lice
3. maintain accurate health records;
4. inform parents of regulations regarding students’ health records;
5. perform basic first aid procedures;
6. notify parents when student experiences health problems so that parents may pick up student at school and receive proper treatment;
7. assist in emergency treatment for students and staff;
8. maintain confidentiality when dealing with district health problems;
9. complete annual health report and all other reports or records as required;
10. store and administer medication to students as directed by parent/guardian;
11. perform medical and health related services to students with special health related services;
12. maintain clean, orderly, safe health offices;
13. administer vision screening;
14. administer scoliosis screening;
15. administer fluoride mouth rinse program;
16. all other duties assigned by Health Coordinator or Superintendent.

**PHYSICAL DEMANDS**

Must be able to handle the stress of working with students who are ill or injured; must be able to move an injured student if necessary; must be able to drive between buildings and transport students in car in an emergency.

**MINIMUM QUALIFICATIONS**

1. High School Diploma
2. Special skills: Record keeping, medical treatment
3. Experience preferred but not required

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee