

Health Assistant

Reports to – School Nurse/Health Coordinator

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. Maintain accurate health records in Infinite Campus
2. Inform parents of regulations regarding students' health records
3. Perform basic first aid procedures
4. Notify parents when student experiences health problems so that parents may pick up student at school and receive proper treatment
5. Assist in emergency treatment for students and staff
6. Maintain confidentiality when dealing with district health problems
7. Complete annual health report and all other reports or records as required
8. Store and administer medication to students as directed by parent/guardian
9. Perform medical and health related services to students with special health related services
10. Maintain clean, orderly, safe health offices
11. Administer vision screening for 3rd and 6th grade
12. All other duties assigned by Health Coordinator or Superintendent
13. Oversee diabetics/testing and admin insulin
14. Assist Triad
15. Organize with Health Department Go365
16. Assist with organizing CPR training for staff
17. Order supplies for health offices
18. Assist with Health Coordinator meetings
19. Make sure 1st aid kit, supplies and medicines are ready for field trips
20. Assist with overseeing health budget
21. Assist with Medicaid billing

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. CNA Preferred
3. Special skills: Record keeping, medical treatment
4. Experience preferred but not required

Approved by: _____
Board Chairperson

Date: _____

Reviewed and agreed by: _____
Employee

Date: _____

