

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: HEALTH SERVICES ASSISTANT

BASIC FUNCTION:

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

REPRESENTATIVE DUTIES:

- Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.
- Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing are required.
- Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
- Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
- Attend meetings and assist other school personnel as required.
- Operate standard office equipment as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic First Aid and age-appropriate CPR techniques.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Administer first aid to ill or injured students.
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Plan and organize work.

ABILITY TO - continued:

- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies and procedures.
- Learn and apply appropriate care and procedures related to ill or injured students.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate standard office equipment as required.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical or office experience. Medical Assistant Certification (or currently enrolled in medical assistant program) preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.