

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	SCHOOL-BASED HEALTH ASSISTANT Job Title	2.12.25 Index
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PURPOSE

To improve student achievement by performing duties related to supporting the health and safety of students in schools.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the school principal, and technical and functional supervision from school office personnel. Methods of performing tasks are explained in specific terms and details. Work is reviewed occasionally by a supervisor when work is in progress and upon completion. Specific training and ongoing support of health issues will be provided by licensed school health nurse.

ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to, the following:

Administering medication to students.

Communicating with home regarding ill students.

Coordinating dental referrals for dental van and Neighborhood Dentist.

Providing follow-up on school staff health referrals and student hygiene issues as needed.

Assisting school office staff with contacting Nurse Help Line.

Providing emergency administration of prescribed medication such as epinephrine and glucagon.

Providing classroom and individual head lice checks.

Providing consultation to families on head lice issues and tracking and reporting head lice exclusions.

Assisting in maintaining immunization records and exemptions.

Assisting in obtaining various forms such as Pupil Medical Form from students' parents or guardians as needed.

Attending health-related trainings provided by school district or county health department.

Performing routine first aid duties.

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School-Based Health Assistant (continued)

Following Health Management Plans and required documentation.

Making follow-up calls to homes of chronically absent students.

Arranging for specialized vision screen for individual students.

Assisting in annual vision screenings as directed.

Assisting families with resources for vision issues/eyeglasses, medical issues, dental issues.

Assisting staff in monitoring protocols for medically fragile students.

Performing health care tasks with direction from school health nurse.

Performing related duties consistent with job description and assignment.

Maintaining regular and consistent attendance and punctuality.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of planning, organization, problem-solving, and working with groups.

Health and social care services and community resources.

Work organization and research techniques sufficient to collect, analyze and interpret data.

English usage, spelling, grammar and punctuation.

Basic computer skills.

Principles and practices of business letter writing.

Record keeping principles and procedures.

Basic first aid.

Ability to:

Multi-task in a high volume, busy school setting.

Establish and maintain effective working relationships with those contacted in the course and scope of work.

Operate a computer terminal to enter, revise and retrieve information or to utilize word processing capabilities.

Plan, organize, prioritize and complete work assignments in a timely and efficient manner.

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Communicate clearly and concisely, both orally and in writing, with a wide range of people.

Explain, clarify and apply school health policies.

Maintain health related records.

Analyze situations carefully and adopt effective courses of action.

Provide linkage services for dental and health care services.

Implement changes in methods and techniques when necessary.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate.

Training:

One year of responsible school-related experience, including some work coordination responsibilities. Certified Nursing Assistant training would be desirable.

Special Requirements:

Possession of, or ability to obtain, first aid certification.

Possession of, or ability to obtain, a valid Oregon driver's license.

Work Environment : Climate controlled office settings with temperatures ranging from mild to moderate cold heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 25 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: School-based Health Assistant

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____