GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

**JOB TITLE:** Health Assistant II

**DESCRIPTION OF BASIC RESPONSIBILITIES**

Under the direction of an assigned school nurse, assist in providing health services to students with specialized and physical health care needs under the guidelines provided by the student’s medical doctor or school nurse. Maintain clerical data and records related to health department.

**SUPERVISOR:** School Nurse

**TYPICAL DUTIES**

1. Dispense medications according to prescribed dosages; record medication and treatment given as required.
2. Perform procedures that include, but are not limited to, catheterizations, toileting, tracheotomy suctioning and care, anaphylactic injections, insulin reactions, and other activities similar in nature under the appropriate level of school nurse supervision.
3. Assist with on-site health screenings and schedule student follow-up for school nurse as required.
4. Maintain student electronic and paper health files records including health screenings and health management programs.
5. Audit student health records including immunization, vision, and hearing screening for compliance with State mandates.
6. Perform a variety of clerical duties such as preparing standard letter, forms; and duplicating and distributing materials as required.
7. Provide liaison between nurse/staff and student families.
8. Organize files and flag cases that require review by school nurse.
9. May administer medication to students in the absence of the nurse and maintain required log.
10. Provide first aid as necessary.
11. Contact parent/guardian in case of student illness/injury.
12. Refer information regarding medical conditions to school nurse.
13. May transport ill/injured student to home, designated adult, or with specific authorization, to a health professional.
14. Maintain health equipment and supplies; record, inventory, and order health materials and supplies as necessary.
15. Maintain health office in clean and sanitary condition.
16. Perform other duties similar to the above in scope and function as necessary and as required.
LICENSES AND OTHER REQUIREMENTS

- Current valid American Red Cross First Aid Certificate (or equivalent) including proficiency in C.P.R.
- Appropriate California Drivers License
- Education equivalent to graduation from 12th grade
- Speak and read Spanish at intermediate fluency level - desirable

Knowledge of:
- District policy and procedures regarding the administration of medication to students;
- Basic medical terms and procedures;
- Safe practices in office and health office setting;
- Proper lifting techniques;
- Emergency medical resources available in the community;
- Basic medication administration and evaluation of medication effects and related procedures;
- Scope and limitation of first aid treatment;
- Basic methods used for cleaning and sanitizing;
- Common symptoms of common childhood disease;
- Physical development of pre and early adolescents;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;
- Basic record-keeping techniques.

Ability to:
- Recognize the first aid and health needs of students to make decisions as to appropriate solutions;
- Establish priorities and respond appropriately in emergency situations;
- Understand and follow oral and written instructions;
- Work with ill/injured students;
- Read and comprehend basic medical terms;
- Maintain calm in stressful situations;
- Prepare reports such as accident and health services;
- Perform basic arithmetic calculations;
- Type with speed and accuracy sufficient for successful job performance;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Learn and apply appropriate medical methods and procedures with clearly defined guidelines;
- Provide first aid and CPR procedures;
- Communicate effectively both orally and in writing;
- Monitor, observe and report student behavior and progress according to approved policies and procedures;
- Learn, explain, and apply applicable rules, regulations, policies and procedures;
- Operate standard office equipment, including computer;
- Maintain a clean, safe, and orderly classroom learning environment;
- Perform clerical duties;
- Perform work with many interruptions;
- Maintain routine records;
- Maintain consistent, punctual and regular attendance.

**MEDICAL CATEGORY I**

- Sufficient vision to read printed materials.
- Sufficient hearing for normal conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write and use telephone, office, and medical equipment.
- May be required to lift, carry, and move students in or out of wheelchairs.
- May be required to lift 50 lbs. or up to 100 lbs. with assistance and/or carry any object weighing up to 25 lbs.
- Sufficient physical mobility and strength to restrain, as needed, adolescent student who may be acting out of frustration and/or anger.
- Physical, mental, and emotional stamina to endure many hours under sometimes stressful conditions.

**HAZARDS**

- Exposure to bodily fluids

Adopted by Board on September 10, 2002