

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
HEALTH ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision of administrator and registered nurse, responsible for assisting a school nurse in providing health care services for students and maintaining health data and records.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the school nurse; supervision over none

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Administer first-aid for the purpose of providing appropriate care for ill and/or injured students.

1. Assist nurse, students, and other school personnel for the purpose of monitoring and delivering health services.
2. Assist school nurse with vision, hearing, scoliosis screening, and other required medical tests.
3. Maintain health office in a clean sanitary condition (e.g. Sinks, counters, equipment, cots); maintain health equipment and supplies.
4. Maintain electronic paper files, logs and records (e.g. Medical emergencies cards, health records, mandated screenings) for the purpose of providing information required by legal and professional standards.
5. Report suspected vision and hearing problems to the school nurse.
6. Contact parents and/or emergency facilities when appropriate.
7. Refer students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc. to the nurse.
8. Screen student records for proper immunizations; alert parents of needed immunizations and maintain communication until required records are provided; assure immunization records comply with state laws
9. Serve as liaison between the School Nurse, staff parents, and community.
10. May perform procedures that include, but are not limited to, catheterization, toileting, tracheotomy suctioning and care, anaphylactic injections, insulin reactions, and other activities similar in nature under the appropriate level of school nurse supervision.
11. Ability to handle confidential materials with discretion.
12. Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
13. Ability to learn and apply basic methods and procedures to be followed in behavioral or medical needs.
14. Experience in toileting and feeding special education students preferred.
15. Sets up and maintains student files as directed. Assembles, collates, and prepares materials for distribution. Posts information onto records and files using established formats and forms.
16. Administers medications according to prescription and protocol.
17. Other medical-related work as required.

## **QUALIFICATIONS**

### **POSITION REQUIREMENTS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Credentials/Licenses:**

- Highschool graduation or equivalent is required.
- Successful completion of the District's basic skills test. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required.
- Possession of a valid California's Driver's License and proof of insurance are required.

#### **Experience and Training Guidelines**

Effective methods of controlling student behavior.

Basic English, grammar and arithmetic.

Modern office methods, procedures and equipment.

Basic first aid and CPR.

## **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office, School setting; work closely with others

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

#### **Job Profile:**

Annual Contract 180 days

Classified Salary Schedule Range:8