

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
HEALTH ASSISTANT**

| <b><u>DEPARTMENT:</u></b> | <b><u>BAND/GRADE/SUBGRADE:</u></b> | <b><u>FLSA STATUS:</u></b> |
|---------------------------|------------------------------------|----------------------------|
| Allied Health             | A/1/2                              | Nonexempt                  |

**CLASS SUMMARY:**

The Health Assistant is a standalone class. Incumbents are responsible for working with students, staff, parents and other health services to provide site-based student and staff health care.

Duties include assessing and treating illnesses and injuries of students and staff; documenting, and notifying parents, guardians and/or EMS providers; performing vision and hearing tests including visual acuity and puretone hearing; administering medication; compiling information for filing state reports for immunizations, hearing, and vision; following nursing care plans and emergency action plans for medically involved students, providing select medical procedures as needed per physician order, assisting with toileting and hygiene activities, charting and documenting information for accident reports; inventorying and ordering supplies; maintaining student health records; performing health screenings; maintaining school health office, promoting safety, acting as a resource person for teachers and other school staff; and participating as a member of the school evaluation team in the placement of medically involved students.

The Health Assistant is distinguished from other allied health classes by the focus on provision of site-based student and staff health services.



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| <b><u>ESSENTIAL DUTIES:</u></b><br>This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.   | <b><u>PERCENT OF TIME</u></b> | <b><u>BAND/ GRADE RATING</u></b> |
|---|-------------------------------|----------------------------------|
| Treats illnesses and injuries of students and staff including determining method of treatment per guidelines; maintaining confidentiality; and documenting, and notifying parents, guardians, and/or Emergency Medical Services (EMS) providers.  | Daily<br>25%                  | A/1                              |
| Maintains student health records and accident reports including treatment records/logs, emergency cards, immunization records, handicap and allergy information, and hearing/vision screening including computer data entry of information.   | Daily<br>25%                  | A/1                              |
| Distributes medication and provides treatment according to laws, policies, and procedures including conferring with parents regarding medication; following nursing care plans and emergency action plans; providing medical procedures per nursing care plans or action plans after trained by nurse and/or parent; communicating immediately with registered nurse if a student's condition is unstable; and assisting with toileting needs and hygiene needs including changing diapers. | Daily<br>20%                  | A/1                              |
| Maintains health office by keeping it clean, organized, and disinfected including preparing portable ice packs and ensuring medications are secured in locked cabinets.   | Daily<br>5%                   | A/1                              |
| Orders and inventories supplies necessary to therapy services.  | Monthly<br>5%                 | A/1                              |
| Compiles information for various reports and Medicaid (AHCCCS) billing as directed.   | Monthly<br>5%                 | A/1                              |
| Assists in the placement of medically involved students including mainstreaming of special needs students.  | Monthly<br>5%                 | A/1                              |
| Performs other duties of a similar nature and level as assigned.  | As<br>Required                |                                  |

**Training And Experience:**

High School Diploma or GED and completion of school health assistant course or emergency medical technician course or graduation from an accredited nursing program are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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**Licensing/Certification Requirements:**

- First Aid Certificate;
- Cardio Pulmonary Resuscitation (CPR) Certificate;
- AZ Fingerprint Clearance Card.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Basic first aid and CPR;
- Health care principles;
- Child growth and development;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Evaluating illness or injury and determining course of action;
- Operating various types of medical equipment including stethoscope, sphygmomanometer, splint, nebulizer, thermometer, blood glucose monitor, and SVN machine;
- Administering medication;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

