

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Health Assistant

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT: Health Services	ACCOUNTABLE TO: Principal and Director of Health Services	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for working with students, staff, parents, and Health Services to provide health care for students and staff and create a climate of health and well being in school. 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 to include 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 pediculosis screening; maintaining health office, promoting safety, acting as a resource person for teachers and other school staff; participating as a member of the school evaluation team in the placement of medically involved students.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Health Assistant is a stand-alone classification.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Treats illnesses and injuries of students and staff to include determining method of treatment per guidelines, maintaining confidentiality, documenting, and notifying parents, guardians, and/or Emergency Medical Services (EMS) providers.	Daily	A1
2.	Maintains student health records and accident reports including treatment records/logs, emergency cards, immunization records, handicap and allergy information, and hearing/vision screening to include computer data entry of information.	Daily	A1

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3.	Distributes medication according to laws, policies, and procedures. Confers with parents regarding medication. Follows nursing care plans and emergency action plans. Provides medical procedures per nursing care plans or action plans after trained by nurse and/or parent. Communicates immediately with registered nurse if a student's condition is unstable. Assists with toileting needs and hygiene needs including changing diapers.	Daily	A1
4.	Maintains health office by keeping it clean, organized, and disinfected to include preparing portable ice packs. Ensures medications are secured in locked cabinets.	Daily	A1
5.	Compiles information for state reports for immunizations, hearing, vision, Medicaid billing, and monthly health services report.	Monthly	A1
6.	Inventories and orders supplies to include determining how much to order and staying within budget.	Monthly	A1
7.	Assists evaluation team in the placement of medically involved students to include mainstreaming special needs students.	Monthly	A1
8.	Screens for vision and hearing tests to determine visual acuity and puretone hearing to include referring students, scheduling audiologist, organizing and training volunteers, and scheduling classes.	Annually	A1
9.	Screens for head lice, to include distributing information to parents regarding treatment of affected students.	As needed	A1
10.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Basic mathematics, reading, and writing;
- Basic first aid and CPR;
- Basic understanding of health care;
- Basic child growth and development.

Skills (position requirements at entry):

Skill in:

- Using a computer and related software;
- Reasoning and assessing;
- Operating various types of medical equipment including a stethoscope, sphygmomanometer, splint, nebulizer, thermometer, how to set up blood glucose monitor and *SVN* machine;
- Administering medication;
- Evaluating an illness or injury and determining course of action;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Current First Aid and CPR Certifications.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).
- Complete School Health Assistant course with passing grade; or complete Emergency Medical Technician (EMT) course with passing grade; or graduate from an accredited nursing program.

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Physical Requirements:

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

Incumbents may be subjected to body fluids and travel.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 7/99

Revised: 12/02

Revised: 4/03

Revised 5/05

Revised: 8/05