

Arlington School District No. 16
Job Description

JOB TITLE: Health Room Assistant

CLASSIFICATION:	Classified
LOCATION:	District Schools
REPORTS TO:	Building Administrator and District Registered Nurse
HOURS:	As needed
SALARY:	Per PSE Schedule A

SUMMARY: The Health Room Assistant will provide first aid to staff and students, administer medication consistent with state regulations under the supervision of the district nurse, and provide ongoing programs and screenings related to health.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work cohesively with students, parents and staff in providing health care and components of health education
- Provide first aid for students and staff in a variety of situations
- Administer medications consistent with doctor's orders and state regulations under the supervision of the district nurse
- Keep the district nurse informed of accidents, injuries, and illnesses requiring medical intervention
- Perform ongoing monitoring and information retrieval from parents and medical facilities regarding health concerns and immunization status of students
- Organize and conduct screening procedures for vision and scoliosis in coordination with the district nurse as mandated by state regulations
- Participate as a team member in the attendance process
- Participate as a team member in promoting illness and injury prevention programs
- Observe strict confidentiality regarding student and personnel information
- Promote and practice professional growth and development
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School diploma

MA Certification preferred

Three to four years of related experience in the medical field preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

MA Certification preferred

Current CPR/First Aid card

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to read, analyze, and interpret procedures, or regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from staff, students and parents.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to communicate effectively with children and adults, including making contact with parents, medical personnel, community and social health services.
- Ability to communicate a positive image of the employer through personal and professional avenues.
- Ability to learn new skills and adapt to a variety of situations.
- Ability to function as a team member in the school setting.
- Skill and competence in administration of medication, first aid, catheterization, suctioning and other duties as assigned.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk; use the hands to handle, finger, or feel objects, tools, or controls while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Typically, the noise level in the work environment is moderate. The employee has responsibility for the safety and well being of others. Work is typically performed in an office/classroom environment, and employee is required to deal with a wide range of student behavior; required to be flexible with tasks and priorities; may need to deal with distraught or difficult individuals; potential exposure to ordinary infectious diseases carried by students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.