



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>HEALTH ASSISTANT - BILINGUAL</u>			
DEPARTMENT/SITE:	School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	18 per 2021/2022 Schedule
		WORK YEAR:	11 Months (210 Days)
REPORTS TO:	Site Administrator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of a Site Administrator, and indirectly supervised by the Credentialed **School Nurse**, provide a variety of health services to students at an assigned school site; administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; prepare and maintain student health records; provide written and oral translation for staff, students and parents in their designated second language as needed. The incumbents in this classification assist in providing students with health concerns that directly support student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Provide a variety of health services to students at an assigned site; administer basic first aid to students and staff as appropriate; screen student health concerns relating to medical conditions; take and record temperatures; provide ice packs and bandages; prepare student accident reports.

Dispense medications according to physician orders; maintain records of medication administration including amount, time, route, medication, authorizations, and related information.

Establish and maintain student health records and student health profiles; maintain health records in cumulative folders; contact other schools to request health records; provide health records to others according to established policies and procedures, according to HIPPA/FERPA regulations; record and log physical education excuses; receive and review new students' cumulative folders.

Assist with specialized health care procedures as needed including urinary catheterization, blood glucose testing, tube feeding, emergency medication administration, and other procedures as directed.

Gather and monitor student immunization records; review immunization records to determine compliance with State laws and requirements; send notices to parents regarding immunization requirements; follow up on conditional admissions; maintain related files, records, and cards.

Assist Credentialed School Nurse with coordinating vision, hearing, and various other screening tests and clinics for students as appropriate; maintain related records. Inspect students for head lice or other communicable diseases according to District policies; notify teachers and parents as necessary; inspect students upon return to school; maintain accurate logs.

Perform first aid procedures in emergency situations and notify Credentialed **School Nurse**, Administrator, parents, Physicians, or paramedics as necessary; assist with maintaining the emergency/disaster plan and related supplies. Follow District Emergency Procedures and complete annual training requirements.

Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer, and assigned software.

Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving, and maintaining inventory of first aid supplies as necessary; prepare and stock classroom and field trip first aid kits as needed.

Communicate, in proper English or in a designated language, with personnel, students, parents, and various outside agencies to exchange information and resolve issues or concerns; refer major concerns to the Credentialed School Nurse as appropriate according to HIPAA and FERPA regulations.

Prepare for field trips and outside school hour activities according to the District Field Trip Procedures.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health office practices, terminology, procedures, and equipment.

Correct English usage, spelling, punctuation, grammar, and vocabulary.

Health and safety regulations.

Basic first aid and CPR/AED procedures.

Oral and written communication skills in English and a designated second language.

Clean and sterile treatment techniques.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Screen students for various health and safety concerns.

Administer first aid and CPR/AED and maintain current certifications.

Follow District and Health Services Procedures.

Prepare and maintain student health records.

Learn, interpret, apply and explain rules, regulations, policies, and procedures.

Learn and assist with specialized health care procedures.

Respond effectively and appropriately to emergency situations.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Communicate effectively with students, staff, and parents in English and in a designated second language.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Operate a computer and assigned software.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of clerical or health office experience and experience translating materials and interpreting in English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Card is required. Maintain up-to-date certificates in CPR, first aid, and AED.

WORKING CONDITIONS:**ENVIRONMENT:**

Health office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate medical equipment.

Hearing and speaking to exchange information.

Lifting and moving students as assigned by the position.

Bending at the waist, kneeling, or crouching to assist students.

Reaching overhead, above the shoulders, and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 10/90; 1/91; 12/91; Rev. 3/97; 8/00; 9/01“specialized proc”; 11/05 Range change

Revised and retitled-Health Aide (Ewing) 6/12

5/22 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022