

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT

BASIC FUNCTION:

Under the general supervision of the Director of Pupil Personnel Services and the technical assistance and direction of a certified school nurse, performs duties relative to the health of students, including, but not limited to, the performance of duties that require nursing licensure; maintains health records; works in classroom, generally one to one with students with an Individual Health Care Plan to complete specified health care procedures necessary for providing access to school program and the development of educational program; performs clerical duties relating to student's Individual Health Care Plan; and performs related work as required.

REPRESENTATIVE DUTIES:

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished by the requirement that incumbents be licensed nurses and may provide specialized physical health care services for individuals as needed. This position is unique as it combines duties of a paraeducator and Licensed Vocational Nurse or Registered Nurse.

ESSENTIAL DUTIES:

Administers standard first aid and care to students and staff for accidents and illness; may provide specialized physical health care services which require a nursing license in order to be performed without direct on-site supervision of the credentialed school nurse and may include, but are not limited to, taking phone orders from physician, performing invasive procedures, and administering certain medications; administers CPR in emergency situations; determines seriousness of accident or illness and follows established procedures; reports and documents any suspected child abuse case according to law and district policy; maintains communication until records are provided; maintains accurate health and emergency medical records on students special needs; contacts parents regarding health care problems, illness, injury, nutrition, dental care, personal grooming, vision, and hearing, and maintains follow-up contact when necessary; assists students with special medication and/or health problems in accordance with district policy; may confer with doctors and/or other school personnel regarding a student's health status in accordance with district policy; answers questions regarding available health services and assists in referrals to proper agencies; checks students for the symptoms of communicable disease and notifies parents according to district guidelines; assists in the presentation of appropriate instructional programs related to health care; maintains confidentiality of health records and other pupil information.

OTHER DUTIES:

Follows instructions regarding action to be taken in accordance to Individual Health Care Plan; may accompany an ill or injured student, as needed, in accordance with district policy; maintains a record of all student visits to the Health Office; provides information and assistance to students, parents, and others pertaining to preparation of student progress reports, IEP or other educational requirements; assists students with personal grooming problems as needed; works in classroom and on school grounds supporting the educational program; helps staff, students and visitors who

come into the school office; may assist with student registration; attends various district authorized meetings; and performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

First aid and health care practices and procedures; additional knowledge base appropriate to level of licensure; clerical and record-keeping practices and procedures; correct English usage, punctuation, grammar and spelling; and the operation of basic office equipment, which may include the use of computers.

ABILITY TO:

Administer first aid and CPR; use equipment and perform techniques necessary to provide specialized physical health care services for individuals with exceptional needs; exercise good judgment and make quick decisions; maintain accurate records; perform a variety of clerical tasks; maintain confidentiality; communicate effectively with students, parents, and staff; show understanding for the feelings of children and adults; learn the procedures and policies of the district health program; learn and apply applicable rules, regulations and laws affecting student health and safety; understand and carry out written and oral instructions; and establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Graduation from a National League of Nursing accredited school and possession of a current California Nursing license; one year of experience in a nursing or medical service program, including some clerical and/or recordkeeping experience; evidence of continuing education in the medical field; working experience with school-age children highly desirable.

CERTIFICATES:

Must possess and maintain a current Red Cross First Aid Certificate and a current CPR Certificate.

LICENSES:

A valid Class C California Driver License. A current California Nursing License.

OTHER:

An automobile to be used in the course of work that meets the current legal requirements for vehicle operation in the State of California, including proof of insurance. A current DMV driving report is required prior to employment.

WORKING CONDITIONS:**ENVIRONMENT:**

Assigned to a school site, which is mainly a classroom and outdoor school grounds environment with constant interruptions. During emergency situations, would be required to attend to the injured party either indoors or outside.

PHYSICAL DEMANDS:

Constant sitting, standing, walking, bending, reaching and stooping; occasional stair climbing; requires the use of hands and fingers to perform repetitive hand/finger movements for activities such as but not limited to administering medication, checking students for symptoms of communicable diseases, performing related healthcare duties and using a keyboard and 10-key; the ability to hear and see; and the ability to lift and carry 15 lbs.