



Position Description

School District of Monroe

- JOB TITLE:** Health Assistant
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Assist the District Nurse in accomplishing the district's health services program, at the assigned building(s). Maximize the quantity and quality of student in-class time by reducing the incidence of health-related absenteeism.
- REPORTS TO:** District Nurse, Building Principal
- QUALIFICATIONS:** Medical Assistant, LPN, or RN certification, or related experience in community health, along with a High School Diploma. Positive attitude and interest in working with children, parents and staff. Basic office computer and social media skills. Ability to work collaboratively in a school medical setting with limited direct supervision.
- ESSENTIAL DUTIES:**
- Administer medications to students as directed and authorized by individual health plans, in compliance with District policies and procedures
 - Perform basic emergency care to students and staff for injuries and emergent illnesses, following district policies and state law
 - Monitor mental and emotional health for possible referrals. Work with students to address individual needs
 - Contact parents of sick or injured students including follow-up regarding diagnosis or treatment requirements as appropriate
 - Monitor student health status during rest and recovery following injuries or acute/chronic illness
 - Perform all emergency care in accordance with District Policy regarding Blood Borne Pathogens.
 - Complete DPI Medication Administration Training as required
 - Assist the District Nurse in orientation and training of new employees of District policies and procedures regarding the health office.

- Notify District Nurse and appropriate governmental agencies of suspected and confirmed communicable diseases or suspected child abuse
- Maintain accurate documentation of services on daily logs, medication records and health records.
- Ensure the required immunization records, physicals or other appropriate health documents
- Maintain and properly store adequate supplies and equipment in the school health office and in first aid kits.
- Prepare and maintain student clinic records and required reports in a confidential and ethical manner
- Train staff as needed on district and outside agency programs
- Maintain a high level of confidentiality.
- Refer students needing more extensive follow-up to the District Nurse or other professional.
- Serve as a positive adult role model during interactions with students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested
- Maintain a current medical and technical knowledge base through business networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020.