

**BANKS SCHOOL DISTRICT
JOB DESCRIPTION
General Education Assistant
Assignment: Health Room**

IMMEDIATE SUPERVISOR **District Nurse/Administrator**

GENERAL DUTIES

Primarily provide direct care to students who may be sick, injured or in need of other medical support. The employee is expected to provide exceptional care to students. The Health Assistant will be scheduled to run the school health room during school hours with support from the school nurse.

Examples of Duties:

- A. Medication administration;
- B. Health screenings;
- C. Maintain health room logs;
- D. Maintain contact tracing logs;
- E. Cleaning and sanitation of health room;
- F. Review health protocols for the students attending school;
- G. Maintaining isolation areas;
- H. Communicate all urgent needs and barriers to school nurse;
- I. Data entry into the platform Synergy;
- J. Other duties as assigned.

REQUIRED QUALIFICATIONS

- A. High school diploma or its equivalent.
- B. Passing score on a Paraprofessional Assessment or 2 years of college level courses (90 hours)
- C. Must be trained in First Aid
- D. Medical record keeping management/experience in health or medical field.
- E. Be flexible and have the ability to adapt to changing daily schedule while helping provide student support.
- F. Proficient oral and written communication skills in English
- G. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- H. Experience working with children

ESSENTIAL RESPONSIBILITIES

- A. Confers with teachers, school nurse and staff to plan day-to-day routines, programs, and student-specific delegated healthcare;
- B. Understand and follow oral and written instructions;
- C. Maintain accurate records and collect data;
- D. Implement medical and safety protocols;
- E. Appropriately respond to and direct students;
- F. Maintain confidentiality in all phases of work, i.e. records, meetings, parent rights, etc;
- G. Flexible to meet needs and students and the health service program;
- H. Maintain effective working relationships with teachers, students, parents and staff.
- I. Ability to multi-task and work independently with high degree of accuracy, efficiency and attention to detail.

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling	X				
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
*Lifting/Carrying Maximum weight: 50 lbs.			X		

*Identify items typically moved:

WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance
- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position
- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date