

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

HEALTH ASSISTANT

DEFINITION

Under general supervision, to operate a school health office; to provide health services and first aid for students; to conduct health screening programs; to perform a variety of responsible school clerical work; and to perform related work as required.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Follow applicable laws and district policy pertaining to the administration of medications, physicals, immunizations and T. B. requirements. E
- Dispense and record medications. E
- Follow up and maintain records of vision/hearing screening referrals, injured students sent home, communicable diseases, immunizations and previous absences. E
- Operate a typewriter keyboard to key reports and records; operate a microcomputer to maintain health records. E
- Administer first aid and emotional support wherever needed on campus; follow applicable procedures to notify public emergency medical service personnel. E
- Record accidentals, screening results, communicable diseases, and severe medical problems. E
- Log in/evaluate sick *and injured* students; communicate with parents regarding sick or injured students; check for communicable diseases. E
- Prepare accident reports, health problem reports, child abuse reports, student screening lists and schedules. E
- Maintain, distribute, and purge student records; prepare lists of illnesses and conditions staff should be aware of. E
- Write PE exemptions for sick and injured students. E
- Facilitate emergency disaster plan. E
- Prepare first aid kits for classrooms. E
- Maintain confidentiality of privileged information. E
- Clean health office. E
- Perform related duties as assigned. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid CPR certification;
Possession of a valid First Aid certification;

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • First Aid techniques and procedures; • CPR procedures; • Modern office equipment and procedures; • Basic English usage, spelling, grammar, and punctuation; • Record keeping procedures; • Appropriate safety precautions and procedures; • State and county laws, Ed Code and District policies. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Operate a health office of a school with considerable independence; • Learn and follow applicable laws, policies, and procedures; • Administer first aid; • Administer CPR; • Remain calm in emergency situations; • Instruct and supervise students; quickly prioritize needs of sick, injured, etc. • Understand and implement district health procedures; • Maintain accurate records; • Operate a typewriter and/or computer terminal accurately; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine health office and clerical work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>Distinguish shades of color</p>	<p>To perform tasks such as to:</p> <p>Read labels on medication</p> <p>Evaluate skin rashes, etc.</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Communicate with parents, emergency medical services, and CPS</p>

<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Communicate with parents, emergency medical services, and CPS</p> <p>Talk to students regarding symptoms</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers; twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Dispense medication and complete forms; use bandaging materials</p> <p>Administer first aid</p> <p>Position body for CPR</p> <p>Evaluate sick <i>and injured</i> students</p> <p>Administer first aid</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain</p> <p>Walk on even surfaces</p> <p>Climb stairs/ladders, bend at waist, and crawl</p> <p>Stand for short periods of 30 minutes</p>	<p>To perform tasks such as to:</p> <p>Travel to any area of campus to perform first aid</p> <p>Perform all office duties</p> <p>Perform first aid wherever needed</p> <p>Evaluate students and write passes; administer the first aid</p>
<p>Strength:</p> <p>To lift, push, pull and/or carry, on a frequent basis, objects which weigh as much as 15 pounds</p> <p>To lift, push, pull and/or carry, on a occasional basis, objects which weigh as much as 50 pounds</p>	<p>To perform tasks such as to:</p> <p>Pick up reports, binders, and reference books</p> <p>Administer first aid</p>
<p>Stamina:</p> <p>Run quickly for brief spurts</p>	<p>To perform tasks such as to:</p> <p>Reach students to administer first aid</p>
<p>Smell:</p> <p>Distinguish odors</p>	<p>To perform tasks such as to:</p> <p>Evaluate sick students</p>

<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work outside</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Dispense medications and write passes</p> <p>Perform all duties</p> <p>Administer medication and first aid</p> <p>Administer first aid (when necessary)</p> <p>Perform all office and record keeping duties; <i>prepare warehouse orders for office supplies</i></p>
<p>Mental Requirement:</p> <p>Read, write, understand, and apply moderately complex information</p> <p>Math skills at a basic level</p> <p>Comparing</p> <p>Judgment</p> <p>Process information quickly and make quick decisions</p> <p>Listen</p> <p>Give verbal instructions</p> <p>Write/compose at a moderate level</p>	<p>To perform tasks such as to:</p> <p>Dispense medications and complete reports</p> <p>Maintain accurate student health records</p> <p>Evaluate immunization records</p> <p>Administer first aid; obtain emergency medical services; evaluate student illness</p> <p>Administer first aid and call for emergency services</p> <p>Understand symptoms of students</p> <p>Monitor students n health office; communicate with parents</p> <p>Complete reports</p>

Other Conditions of Continued Employment:

- Demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission approved: 2/8/99
Board of Trustee adopted: 2/24/99

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