Job Title: Health Room Assistant

Job Summary:
Under the direction and supervision of the certificated school nurse or designee, this position will provide health room management and assist in the implementation of the district health services program.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assists with nursing tasks as trained, delegated, and supervised by the RN. Tasks may include but are not limited to:
  a. Medication administration (oral, topical, nasal, ear, eye and/or epinephrine via injection).
  b. Providing immediate first aid in case of injury or sudden illness.
  c. Seizure care.
  d. Blood sugar monitoring.
  e. Verifying insulin dosage on pen or pump.
  f. Vital signs.
  g. Knowledge and demonstration of clean technique to prevent or minimize infection for both student and staff safety.
  h. Diapering (assisting with toilet routines/wash-up).
  i. Monitoring and keeping necessary supplies maintained and stocked.

- Clerical management of the health room requiring the use of multiple communication systems; such as electronic mail, computers and document readers.
- Filing of care plans and medication orders or other health services related forms or documentation (accurate and timely charting).
- Answering the phone and assisting parents within the scope of the role.
- Managing health room and medication logs.
- Organizing and storing health room supplies.
- Copying and distributing materials as requested by the RN.
- Practice Universal/Standard Precautions while providing care to students/staff.
- Maintains high levels of communication with RNs and school staff regarding communicable disease or other areas of concern.
- Contact parent/guardian regarding illness or injury or assist secretarial staff with providing information to parent.
- Assist with mandated screenings.
- Maintains a high level of ethical behavior and confidentiality of students/staff information.
- Attend in-services, workshops, and training programs as required.
- May attend student health related meetings.
• Cultivate and model a respectful working and learning environment.
• Ability to perform varied tasks in a busy atmosphere.
• Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
• Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
• Requires the use of multiple communication systems, such as electronic mail and computers.
• Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
• The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
• Professionally interact with colleagues, members of the public, and students.
• Comply with all District policies and all applicable laws.
• Perform special assignments and other duties as assigned or required by the supervisor.

**Desired Skills:**

• Ability to be trained and delegated by the school nurse to administer medications to students.
• Enthusiastic and displays an overall optimism and motivation toward health care and student learning.
• Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
• Demonstrates ability to communicate clearly and effectively in both oral and written communication.
• Working knowledge of district-adopted software, including Microsoft Office.
• Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
• Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
• Demonstrates ability to relate and work effectively with staff and community.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

**Minimum Qualifications:**

• Specific vision requirements include close vision, distance vision, color vision, peripheral vision, and depth perception.
• Required to have a current First Aid/CPR/AED card and training for HIV/AIDS procedures.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

**Work Environment:**
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation:**
The Health Room Assistant shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement, Certificated School Nurse, and Building Principal. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

**Classification History:**
Job description developed: June 2015
Job description revised: July 2017

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.