

**HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION**

HEALTH ROOM ASSISTANT

IMMEDIATE SUPERVISOR District Nurse/School Administrator

GENERAL DUTIES

Responsible for administering to the health concerns of students. Maintain the health records of all students. Communicate with staff and parents as needed. Work under the direction of the District Nurse.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. Two years of post-secondary education or an associate's (or higher) degree, or District approved academic assessment, may be required
- B. Current First Aid, CPR, and AED certification required
- C. Mandatory trainings include: health room, Epipen, Glucagon, medication administration, and blood-borne pathogen training
- D. Ability to perform computerized record keeping
- E. Ability to multi-task and prioritize student needs
- F. Ability to understand and follow oral and written instructions
- G. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- H. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Maintain accurate health records of all students and provide care for students in the health room.
- B. Document all health care provided to students in a timely manner.
- C. Distribute/implement health protocols as directed by the District Nurse
- D. Provide immediate care in case of injury or sudden illness.
- E. Notify District Nurse in case of an outbreak of disease, and check immune suppressed students' schedule/class for possible exposure.
- F. Attend in-services, workshops, and meetings as directed.
- G. Maintain required certifications.
- H. Provide medications to students according to Oregon State Law and District Board Policy and document as directed by the District Nurse.
- I. Practice universal precautions.
- J. Initiate Hepatitis B immunization series or sign waiver within one month of employment
- K. Manage health room medical supplies recommended by HSD nursing. Manage health room budget as directed by building administrator.
- L. Provide care for students with special physical needs as needed after receiving training and under the direction of the District nurse (including but not limited to catheterization, insulin administration, and gastrostomy tube feedings)

ESSENTIAL RESPONSIBILITIES CONTINUED

- M. Maintain/track student immunization records. Submit reports to the Washington County Health Department as required.
- N. Medication authorization forms and self carry medication forms should be completed for all medications per District policy.
- O. Check for medical conditions and medications prior to field trips. Provide teachers with necessary information. Verify trained staff person is assigned to attend field trip as needed. If no trained staff person is available, the Health Room UAP will go on the field trip.
- P. Cultivate and model a respectful working and learning environment

This organization 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 FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

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: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

"I have reviewed the above position 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) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Date

Employee Signature

Date

Office Support Pay Schedule
Pay Grade: C
Last Revised: January 2012

