

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBUARY 2005, Revised August 2008**

JOB TITLE: SCHOOL HEALTH SERVICES ASSISTANT

GENERAL STATEMENT OF JOB

Under supervision assists supervisor and school nurses by performing a variety of routine and moderately complex clerical duties and related work as assigned. Reports to Nursing Coordinator

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs routine office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Interacts and communicates with the immediate supervisor, other school staff, District administrators and staff, co-workers, students, parents, physicians, therapists, other health care providers, and the general public.

Operates various types of office equipment including a computer, printer, typewriter, calculator, fax machine, copier and telephone, and a variety of medical instruments and equipment such as a wheelchair, nebulizer, glucometer, etc. Uses clerical, copier and computer supplies.

Prepares, types, copies, files, transmits and/or mails routine and confidential letters of correspondence, forms, spreadsheets, records and reports.

Assists Nursing coordinator with scheduling, training and follow up of School Nurse events.

Compiles data for and prepares various reports and records required by the Nursing Coordinator, District and other agencies.

Assists School Nurse in collecting and reviewing health cards on all students, noting significant information, including allergies, medications, illnesses and health conditions.

Assists School Nurse in maintain accurate, complete and confidential health records of students using the computerized School Health Management Program (SNAP).

Assists in maintaining inventory of school health supplies.

Follows OSHA regulations concerning bloodborne pathogens protocol.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel and students regarding health room activities.

Attends training, workshops, seminars, etc., to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Assists with school registration events and procedures.

May repair damaged eyeglasses as needed.

Performs related duties as required..

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by some experience working with children, preferably in a health care or educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess CPR and First Aid certifications. Must possess a valid state driver's license

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Lexington Richland School District Five pertaining to specific duties of the Health Room Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Has knowledge of the materials, equipment, procedures and standards employed in school health care services. Has knowledge of and the ability to comply with health care policies and procedures established by the County Health Department and School District. Is able to recognize symptoms of various illnesses and take appropriate action in the best interest of the patient and other students. Is able to administer first aid and CPR as necessary. Is able to communicate effectively and patiently with students. Has knowledge of available medical and social resources for the care and treatment of the ailing and ill. Has knowledge of public health laws and regulations relating to sanitation and the control of communicable diseases. Is able to help ensure school adherence to bloodborne pathogens protocols and other health / sanitation guidelines. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to read and interpret medical reference books, lab reports and health screening results, and related materials pertaining to the responsibilities of the job. Knows how to prepare reports, correspondence, health records, etc. with accuracy and confidentiality. Has knowledge of and is able to use modern office practices and equipment, including computers for word processing and records management. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.