

# **PITTSFORD CENTRAL SCHOOL DISTRICT JOB DESCRIPTION**

## **HEALTH OFFICE ASSISTANT**

### **Job Requirements:**

#### **Minimum Qualifications:**

- 2 years of college or 1 year of college plus appropriate experience
- Knowledge of computers
- Ability and willingness to maintain confidentiality of health information
- Current certification in CPR, AED and First Aid (commitment to obtain within 3 months).

### **Reports to:**

School Nurse Teacher/School Nurse and/or Building Administrator

### **Job Goals:**

Assists School Nurse Teacher/School Nurse by:

- Performing health-related tasks
- Performing clerical and computer tasks
- Aiding in the health care needs of students and staff

### **Duties and Responsibilities:**

Under the supervision of and direction from the registered professional nurse, the individual performs all duties and responsibilities assigned to the health office assistant, as well as additional duties as follows:

#### **Health Care:**

- With appropriate training, administers first aid
- As designated by the School Nurse Teacher/School Nurse, assists self-directed students to take assigned medications that are kept in the school health offices
- Follows established school procedures for care and reporting of injuries and illness
- Consults with the School Nurse Teacher/School Nurse regarding unusual or difficult problems
- Assists students with personal care
- Notifies School Nurse Teacher/School Nurse about any concerns/issues suggesting child abuse or neglect

#### **Health Maintenance:**

- Assists school physician and/or School Nurse Teacher/School Nurse in physical, visual, auditory, and scoliosis screening examinations, and other health screening tests of students and employees
- Assists School Nurse Teacher/School Nurse with clerical tasks surrounding making referrals to parents resulting from screening procedures and physical examinations

**Health Education Related Tasks:**

- Assists School Nurse Teacher/School Nurse in preparation and distribution of educational materials for students, staff and parents

**Record Management:**

- Selects, re-files, monitors, and records information on student and staff records
- Reviews pupil records to obtain selected health information (i.e. immunization status) for use by the School Nurse Teacher/School Nurse
- Performs attendance follow-up calls as required by the individual school's protocol, completes follow-up phone calls (absent students, records request, sick child pick up, medication reminders)
- Re-admits students following absences and issues special passes and excuses

**Health Care Activities: May be performed by appropriately trained unlicensed persons following the assessment and approval by the School Nurse Teacher/School Nurse:**

- Assists and administers first aid per the PCSD guidelines
- Measures and records temperature, pulse and blood pressure
- Assists self-directed students with oral, topical and inhalant medication according to State Education guidelines
- Monitors nebulizer treatments, after initiated by the School Nurse Teacher/School Nurse
- Assists with wheelchair transfers, crutches, walkers and other ambulatory assistance
- Assists with casts, splints, braces and prostheses
- Assists with personal hygiene, as needed

**And other duties as assigned by the School Nurse Teacher/School Nurse or Principal**