

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** HEALTH AND SAFETY  
**TITLE:** HEALTH ASSISTANT  
**CALENDAR:** HEALTH ASSISTANT FULLTIME  
[HEALTH ASSISTANT PART TIME](#)  
**SALARY:** [GRADE 9](#)

### Job Goal:

Administer and deliver health services to each student and creating a climate of health and well being on the assigned campus

### Minimum Qualifications:

- High School diploma or equivalent
- A minimum of one of the following: Emergency Medical Technician Level 1 course with passing grade, Medical Assistant course with passing grade, three-credit hour college course in First Aid with passing grade (Applicants who have not worked in a health-related job within the last three years will need to complete the 3 credit hour college course on First Aid)
- CPR/BLS and First Aid certified
- Basic computer skills such as Microsoft Word and Excel

### Core Job Functions:

- Provides basic first aid to school site students, staff, and campus visitors
- Performs medical procedures such as diabetic care, tube feedings, catheterizations, seizure care, and other medical duties as prescribed by medical professionals (with appropriate training)
- Administers rescue medications such as SVN's, inhalers, Epipens, Klonopin, rectal Diastat, etc. as prescribed by medical professionals (with appropriate training)
- Administers daily prescription and over-the-counter medications to students in accordance with school board policy under the supervision of the school administrator and maintains accurate records of medication given
- Reviews student immunization records to ensure state compliance
- Screens new students for vision, hearing, and immunization history
- Organizes and documents annual vision and hearing screening, prepares subsequent screening lists, and sends referrals as directed by RNs
- Organizes health office by setting up student health files, emergency cards, medication logs, and substitute file
- Reviews all student health files and emergency cards for any health concerns, and informs district RN
- Orders and maintains school health and first aid supplies
- Inputs daily student health office visits in Infinite Campus
- Completes accident reports clearly and concisely for all accidents where student is seen by a medical professional or 911 is called.
- Compiles periodic and year-end reports for state and district
- Duplicates and distributes approved educational and instructional materials on health to teachers, parents and students
- Provides hygiene related demonstrations and services in the classroom as needed (hand washing)
- Acts as liaison between teachers, parents, students and administrators
- Arranges parent conferences for special health issues
- Assists parents in utilizing available community resources such as the Chandler CARE Center, Lion's Club, etc.
- Notifies principal and RN in any and all emergencies

- Notifies principal of any situation that might be considered child abuse or neglect
- Notifies RN of any infectious or contagious diseases that might require exclusion of the student from school
- Attends annual district mandatory health-skills fair (Fall) and district inservice (Spring)
- Adheres to all policies, regulations and district rules
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Working with Students**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.