

**SOUTH EASTERN SCHOOL DISTRICT**

**TITLE:** Health Room Assistant

**REPORTS TO:** Superintendent/Designee

**REFERENCE #:** 516

**APPROVED BY:** Board of Directors

**JOB SUMMARY:** Assist with the daily health care of students and faculty and assist with the maintenance of health records.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- A. Work under the direction of the School Nurse according to school district guidelines and state mandates.
- B. Administer first aid, perform health care procedures, and document as defined in the South Eastern School District Health Policies and Procedure Manual.
- C. Create and maintain student health records through hard copy file and electronic student health records.
- D. Assist School Nurse with all mandated health screenings.
- E. Inventory health care items and first aid kits.
- F. Perform any other duties as may be assigned by the School Nurse and Building Principal.

**QUALIFICATIONS:** Six months experience in health room services preferred. High school diploma or equivalent is necessary. CPR and First Aid certification is necessary. Must possess knowledge of basic medical care, medication and terminology as well as general office and decision making skills. Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Bending and twisting of the body required. Lifts/carries supplies weighing no more than 40 lbs. May be exposed to hazardous materials. Ability to sit seventy percent (70%) of workday.

**ESSENTIAL ACCOMODATIONS:** 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.

While performing the duties of this job, the employee is able to reach above and below the waist, walk and use finger to pick, feel, and grasp objects. Position requires the use of both hands for repetitive motion. Bending and twisting of the body are required. Employee must be able to

lift/carry supplies and papers up to twenty (20) lbs. Frequent walking throughout building and frequent periods of sitting. Itinerants must have a valid driver's license.

**TERMS OF EMPLOYMENT:** A Health Room Assistant shall be appointed by the Board of School Directors as a one hundred eighty-six (186) day employee and shall be compensated as determined during the annual budget development process. The number of days is an estimate and not guaranteed as they can vary and are dependent upon weather, half days, school closings, etc.

**EVALUATION.** Performance of the Health Room Assistant will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.

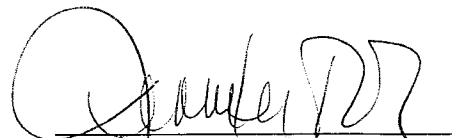
**COMPLIANCE.** It is the policy of the South Eastern School District not to discriminate on the basis of race, color, national origin, sex or disability in its employment practices as required by Title IX, Section 504 and Title VI.

**DATES.**

Original Adoption: October 19, 2006  
Revised: June 18, 2015

**SIGNATURES:**

  
Secretary

  
President