

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Health Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	019 PARA
<b>REVISED:</b>	January 31, 2003		

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**BASIC FUNCTION:** Under immediate supervision of a school nurse or site manager, performs first aid and routine health office clerical duties in one or more schools.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Provide illness and accident attention to pupils. **E**

Contact parents regarding transportation for sick or injured pupils or to assist them in enrolling in health insurance programs. **E**

Transport parents and pupils to medical appointments when other transportation is unavailable. **E**

Weigh and measure pupils and enters data on health records. **E**

Pull records and notify teachers and pupils for health screening programs. **E**

Perform receptionist duties in the school health office; types/keyboards correspondence, reports, health record cards, and information bulletins. **E**

Requisitions supplies, maintain inventory records, and distribute first-aid materials to classrooms. **E**

May direct the work of pupil monitors; attend district provided training as necessary. **E**

Support and participate in the district integration program as appropriate. **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: graduation from high school.

**Special Note:** On-the-job training will be provided by the district in assigned duties.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic first-aid principles.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Standard office equipment used in school office locations including microcomputers and related software applications.

**ABILITY TO:**

Read, speak, and write the English language.

Keyboard at a net corrected speed of 25 words per minute.

Learn first-aid procedures and provide illness and accident attention.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Travel between schools.

Transport parents and pupils as needed.

**WORKING CONDITIONS:**

ENVIRONMENT: Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 1/03

Revised 4.2.04—PeopleSoft

Job Code 6409

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