

SHERWOOD SCHOOL DISTRICT 88J JOB DESCRIPTION

TITLE: Health Assistant

REPORTS TO: Director of Student Services

PURPOSE

Assist District Health Team in facilitating and implementing health services to students and staff, including COVID-19 protocols, precautions, and contact tracing; assist in providing a safe, healthy environment for students; and perform a variety of general clerical and health services related duties, including computer input and retrieval of student records; prepare correspondence using a standard format; make a variety of decisions within a framework of established procedures; provide communication between departments and employees; must be detailed oriented, able to multi-task and collaborate with co-workers.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Director of Student Services and may receive guidance and direction from District Nurses, Director of Student Services and/or the Washington County Health Department. Exercises no supervision.

QUALIFICATIONS

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a high school diploma or equivalent
- Willing to learn and implement new programs
- Positive Attitude
- Excellent communication, organizational and management skills
- Ability to work well with students, teachers, and nurses

- Ability to work well during stress situations
- Must have First Aid/CPR/AED certification
- Comprehend and follow written and oral instructions and complete work within established timelines
- Basic technology skills
- Communicate with appropriately requiring an empathetic approach
- Flexible and works well with others
- Data Input
- Ability to maintain confidentiality in the school and community

ESSENTIAL RESPONSIBILITIES

- Comprehend and follow oral and written instructions and complete work within established timelines
- Assist in the daily routine of student health needs under the direction and/or delegation of the District Nurses. This may include monitoring and treating blood sugar of students with diabetes and communication with parents of diabetic students along with the District Nurses
- Administer daily and emergency medication as delegated by the District Nurses
- Assist in helping students and staff maintain COVID-19 precautions under the direction of the District Nurses according to Health Department guidelines
- Initiate and manage necessary contact tracing due to a COVID-19 exposure at school. This includes contacting families to guide in isolation protocols according to the health department guidelines
- Communicate status of COVID exposure with the school and District Administrators
- Evaluate and treat minor injuries and determine the need to call parents, or seek additional medical assistance.
- Communicate with students, families and staff in a professional, confidential, HIPAA/FERPA compliant manner
- Gather pertinent information to assist RNs as they create Health Management Protocols.
- Obtain vital signs and evaluate illnesses for need to isolate, refer for Covid-19 testing, call parents or send back to class.
- Document all interactions with students and parents in Synergy or as advised by RNs.
- Check records for proper documentation and inventory charts.
- Communicate health concerns to the District Nurses as needed
- Follow procedures and protocols developed by the District Nurses when caring for students and staff

- Organizes and facilitates vision, hearing and dental screenings. Distributes screening results as appropriate
- Manage/update Health Services Web Page
- Perform clerical work in the health services office as designated by the District Nurses
- Adhere to all district health and safety policies
- Administer minor first aid
- Maintain a confidential, non-preferential, non-judgmental manner towards the students, staff and families
- Employ good judgment in a variety of situations, including emergencies
- Develop and maintain effective working relationships with supervisor, staff and general public
- Maintain a calm professional environment during times when interruptions, disruptions and a stressful environment interfere with the flow of work
- Other duties as assigned by the District Nurses, District Administration, and/or the Director of Special Services
- Not all tasks mentioned represent each position but are meant to be representative of a variety of job descriptions within this classification. Duties will vary depending on the assignment of the administrator or school/department this employee is assigned to
- Performs specialized procedures as trained and/or directed by the District Nurse(s), which can include; diapering/toileting, small volume nebulizer treatment and medication administration
- Reviews and records students' health and medical information in the student information system
- Tracks and reports bloodborne pathogen exposure incidents to District Nurse(s) and site Administrator(s)
- Report communicable disease incidences and/or outbreaks, assist with tracking and response as directed by District Nurse(s)
- Maintain high professional standards and integrity with a caring attitude, especially as it relates to health care, when communicating with Health Services staff, SSD staff, students, families and/or community
- Conforms to safety standards as prescribed
- Implements federal, state, and local laws, regulations and procedures related to school Health Services
- Assess student health needs for students who are exhibiting medical symptoms, i.e. fever, congestion, rash, difficulty breathing, etc., who are referred to the health room
- Assures that students' health needs are monitored and met in the school and on

field trips

Delegated Nursing Tasks:

- Monitor and treat several children's blood glucose, carbohydrate counting, insulin dosage, calculation and administration
- Deliver nutrition or medication via gastric tube or nasogastric tube.
- Perform tracheostomy suctioning for students unable to clear secretions and/or mucus.
- Administer medication as needed.

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron and relating to District personnel

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

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.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 30 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date

Last Revised: September 2023

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