

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### HEALTH ASSISTANT

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) First Aid and CPR training (within 90 days of employment).
- (3) Experience with children preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills needed. Basic knowledge of first aid. Ability to establish and maintain positive working relationships with staff, and awareness of the varying needs of the students.

#### REPORTS TO:

Principal or Designee

#### JOB GOAL

To assist in the establishment and maintenance of an efficient school health program and an orderly school clinic.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide first aid for the students and staff.
- \* (2) Administer medications within the school policies and Board guidelines.
- (3) Log all medications when administered.
- \* (4) Provide head lice screenings or other communicable diseases as required.
- \* (5) Organize routine health screening, such as vision, scoliosis, etc.
- \* (6) Maintain all daily records in the clinic.
- (7) Report to Principal or Designee all pertinent health matters.
- (8) Assist with making referrals for health-related needs.
- (9) Assume primary responsibility in absence of school nurse.
- \* (10) Maintain up-to-date student health information and immunization records.
- (11) Accompany a sick or injured person to home or hospital when assigned.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (13) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**HEALTH ASSISTANT (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 1  
Group 3 of the ESP Salary Schedule  
DOE Job Code 61330**

**Revised Board Approval 04/11/2017**