

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PUPIL SERVICES**  
**CLASSIFICATION: CLASSIFIED**  
**JOB TITLE: HEALTH ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Director of Special Education, the School Nurse or designee, the Health Assistant performs specialized health care procedures as needed for designated students in the classroom and other school area; performs related duties as required. The duties of this classification include provisions of health care to students and performance of specialized health care.

### **REPRESENTATIVE DUTIES:**

Perform specialized health care procedures or provide support to trained staff in performing specialized health care procedures according to specific individualized school health care plans and as approved by the California Department of Education and Health Services, and authorized under the Health Assistant's medical scope of practice. **E**

Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: seizures, cardiac problems, menstrual cycle needs, injuries, and safe handling of students with chronic infectious diseases. **E**

Assist with moving of students to/from the floor, changing tables and wheelchairs. **E**

Assist in lifting students from wheelchairs and/or adaptive equipment. **E**

Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers. **E**

Assist students with clothing, possessions or personal care such as feeding, washing and toileting, and changing diapers. **E**

Sanitize medical equipment and supplies. **E**

Complete accident reports, when appropriate. **E**

Dispense prescribed medication according to doctor's orders, and record medication and treatment given. **E**

May provide medical supervision to student being transported on school bus, e.g. field trip. **E**

Provide services and related duties of the health program, i.e., clerical, ordering health office materials and supplies. **E**

Assist in maintenance of student health and immunization records, as well as completion of annual immunization reports and other reports. **E**

Communicate with staff and parents regarding health status of students. **E**

Prepare a variety of health-related instructional materials. **E**

Assist with or operate a variety of medical or educational technology devices or audio-visual equipment. **E**

Support School Nurse in provision and management of school health care program as needed. **E**

May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground, or bus loading. **E**

Provide transportation of students as needed. **E**

Practice techniques of infection control and management of blood-borne pathogens. **E**

Assist with mandated screenings, such as vision, hearing, color vision and scoliosis screenings. **E**

Perform within the bounds of the Health Assistant's scope of practice. **E**

Follow Colusa County Office of Education and program policy and procedure guidelines. **E**

Perform other and related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Acute and chronic health conditions and medication commonly used for these conditions in the pediatric population

Proper operation of specialized health assessment instruments

Modern medical terminology, equipment and techniques including physical assessment skills

Public health agencies and local health care resources

Interpersonal skills using tact, patience, and courtesy

IEP requirements

Oral and written communication skills

Health and safety regulations

Record-keeping techniques

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Perform a wide variety of nursing duties, accept directions, and be flexible

Perform specialized health care procedures according to established procedures and protocols

Create an atmosphere conducive to care, rehabilitation and growth

Record and maintain data

Communicate effectively both orally and in writing

Maintain confidentiality

Establish and maintain cooperative and effective working relationships with others.

Understand and relate to children with special needs.

Read, interpret, and apply rules, regulations, policies, and procedures

Observe health and safety regulations and reporting requirements

Maintain current knowledge of technological advances in the field

Work independently; deal with interruptions in a professional manner

Prioritize and schedule work

Report to School Nurse to assure appropriate follow-up of student health concerns

Follow therapy plans and provide quality nursing care

Cooperate with others; work with special/general education students and staff as well as agencies serving students and families

Lift and carry objects weighing up to 50 pounds

Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

High school graduate; medical certification/licensure equivalent to minimum of Nursing Assistant Certificate with two years recent medical experience; and experience and/or education in the area of children and young adults, including those with disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

Current California medical certification/licensure (as stated above)  
Valid California driver's license  
Current First Aid certificate  
Current CPR certificate

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, school, and community  
Constant interruptions  
Indoor and outdoor settings

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time  
Walking, stooping, bending, kneeling, heavy lifting, assisting in physical positioning and movement of students  
Lifting students and equipment weighing up to 50 pounds  
Reaching overhead, above the shoulders and horizontally to retrieve and store student and classroom supplies  
Bending at the waist and turning/twisting  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read a variety of materials and monitor student health conditions  
Dexterity of hands and fingers to use specialized medical equipment  
Drive a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 175

**Approval Date:** December 2021