



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 www.hcpss.org

School Health Assistant

DESCRIPTION

The School Health Assistant, under the supervision of the Cluster School Nurse and the school-based administrator, provides school health services to students, staff, families and school visitors. The School Health Assistant works in a collaborative relationship with the cluster school nurse. The School Health Assistant works as a team member using good judgment according to health services policies and procedures. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- ✓ Provides first aid and emergency care to students, school staff, and visitors following the regulations and procedures established by the Howard County Public School System, the Howard County Health Department, the Maryland State Department of Education, and the Maryland Department of Health and Mental Hygiene
- ✓ Carries out delegated nursing tasks for students and staff
- ✓ Implements federal, state, and local laws, regulations, and procedures related to school health services
- ✓ Implements state mandated screening programs
- ✓ Implements laws, regulations, policies and procedures to control communicable disease within the school setting
- ✓ Carries out health services procedures established by the Howard County Public School System
- ✓ Observes for student health, psychosocial and other needs and refers student appropriately
- ✓ Maintains accurate, confidential, and appropriate records following established procedures
- ✓ Administers medication following established procedures
- ✓ Identifies and documents students with health problems and refers students to appropriate resources as necessary
- ✓ Contributes to the development of health care plans and the implementation of plan
- ✓ Communicates necessary medical information in a timely manner to appropriate school personnel, parents/guardians, and the cluster school nurse while maintaining confidentiality
- ✓ Maintains emergency procedure information for students and staff
- ✓ Supports health promotion for students, staff, parents, and community
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

EXAMPLES OF WORK

- ✓ Maintains a substitute notebook in the event of absence
- ✓ Assists in maintaining a safe and healthful school environment by identifying and reporting safety or environmental

EXAMPLES OF WORK - continued

- Participates in the development of a school evacuation plan
- Participates in student services programs and teams in collaboration with the cluster school nurse
- Participates in professional development activities and training
- Provides a supportive atmosphere for students and staff while assuring appropriate health room use
- Establishes and maintains open communication and a cooperative relationship with students, staff, parents, and community
- Maintains adequate supplies
- Maintains the health suite in a clean and orderly fashion
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in cardio-pulmonary resuscitation and basic first aid
- Ability to work cooperatively with others
- Ability to work independently within the guidelines of policy and procedure using discretion and good judgment
- Ability to accept supervisory direction
- Ability to stay calm under adverse circumstances and to calm others under stress
- Ability to relate to children, parents and educational personnel
- Ability to establish and maintain effective communication, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents and students
- Ability to communicate competently with tact and listen effectively
- Ability to provide a supportive atmosphere for students and staff while assuring appropriate health room use
- Perform other duties as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school graduate or equivalent and current certification in cardio-pulmonary resuscitation (CPR), first aid and certification as a nursing assistant (C.N.A.). Successful completion, at the time of interview, of the Maryland Board of Nursing required math and reading pretest for medication certification (passed with a minimum of 70% accuracy).

OTHER DESIRABLE QUALIFICATIONS

AA Degree in a related field, one year of health care experience, and computer experience

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