



Job Description

Title: Student Support Assistant -Bilingual preferred	FLSA Status: Non-Exempt	Months: 10.5
Supervisor: Director Student Support	Supervises: N/A	Range: 20
Department: Pupil Services	Bargaining Unit: Classified	Approved:

JOB SUMMARY:

Under the direction of Director Student Support Services, perform a variety of moderately complex clerical duties in support of student support functions, paraprofessional health work and personal care activities to mandated health screening programs; assist the District Nurse in the implementation of the District's comprehensive health care plan for students; administer routine minor first aid to students; obtain and maintain student health records, referrals and reports; monitor and implement District health policies and procedures in elementary and middle school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of general clerical duties in support of the Director, Student Support including typing, filing, photocopying, monitoring external funding sources and department budgets, and distributing materials; coordinate flow of communications for Director, Student Support.
- Implement and monitor mandated immunization and physical exam requirements as it relates to school registration; administer minor first aid to ill and injured children; distribute adhesive bandages, ice and compresses as necessary; evaluate emergency situations; perform routine first aid and CPR as needed; set appointments for District Nurse.
- Assist District Nurse with immunization/Child Development and Disability Prevention problems and other health related issues; establish and maintain cumulative health and immunization record files for each student; reconcile student health records with student enrollment records; distribute and follow-up on return of immunization records and physical examination forms for each student; ensure compliance with State and federal laws and District policies and procedures.
- Assist Director, Student Support Services in meeting legal timelines pertaining to employee evaluations, school expulsions and external funding sources such as grant requirements.
- Assist Director, Student Support with coordination of DART and SARB meetings.
- Provide parents with a variety of health forms and documents; maintain and update student immunization records and charts for middle schools; interpret and explain applicable laws, codes, rules, programs and regulations; arrange for exclusion of students whose parents or guardians fail to return forms and records.
- Compile charts, files and data for State, County and District reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records; Educate and instruct students and parents regarding the need for updated immunizations at middle schools; organize and arrange for mandated Blood Borne Pathogens classes for each school site as needed; organize and arrange CPR and First Aid classes; assist in educating children in identified academic and health areas.
- Order and distribute supplies necessary for safe maintenance of diabetic students during school day.
- Maintain inventory and order basic health and first aid supplies; distribute first aid kits to appropriate sites or office locations; requisition health office supplies as necessary.
- Initiate and receive telephone calls; notify parents of student illness and injury when needed; contact school to inform of student's medical condition; contact emergency medical services as directed by an administrator.
- Prepare and distribute a variety of health-related reports, notices and referrals; type a variety of lists, forms, records, notices and correspondence; maintain confidentiality of student medical and health information.
- Assist in the care of students when necessary including the lifting and moving designated students.
- Administer prescribed medications when necessary according to District Nurse, physician and parent instructions; contact physicians to verify instructions for dispensing medications; dispense medications based on established District procedures as directed; maintain related records.
- Operate a variety of office equipment including a computer and assigned software, copier, fax and scanner.
- Operate a vehicle to travel to multiple school sites to provide health services; independently plan, organize and prioritize duties without direct, on-site supervision from the District Nurse

- Assist in the preparation, arrangements and implementation of health testing programs and immunizations, rescreen for vision and hearing as necessary; maintain related records; obtain information regarding student medical conditions; assisting with vision and hearing screenings and enter results into current student information system database.
- Report suspected contagious and communicable diseases to appropriate authorities and District personnel; notify parents of cases of communicable diseases at school as necessary.
- Answer, screen and refer telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate; receive, greet and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.
- Prepare and maintain logs, files and records in compliance with administrative guidelines and legal requirements; maintain student health files and records; review, research and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.
- Prepare general work orders as needed for student support services.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, 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. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Operation of a computer and data entry techniques.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.

Skills/Ability to:

- Maintain confidentiality.
- Communicate with others regarding a variety of health-related activities or concerns.
- Provide consultation to parents and family members pertaining to school immunizations required for school enrollment.
- Learn, interpret, apply and explain District health policies.
- Learn applicable laws, codes, rules and regulations related to assigned activities.
- Screen students for various health and safety concerns.
- Compile and verify data and prepare reports.
- Work independently with little direction.
- Plan and organize work.
- Administer first aid and CPR.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Operate a computer and assigned software.
- Maintain records related to assigned activities.
- Demonstrate flexibility.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Experience working at a school or in a health care service environment is desirable.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid first aid and CPR certificate issued from an authorized agency.
- Instructional Assistant Proficiency Test certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.
- Subject to emergency medical situations.
- Drive a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen health conditions.
- Bending at the waist, kneeling or crouching to assist students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.