

**STANWOOD-CAMANO SCHOOL DISTRICT HUMAN  
RESOURCES  
JOB DESCRIPTION**

**TITLE: Health Room Assistant (HRA)**

Classification: Paraeducator

Reports to: Direct Supervisor, School Nurse; Evaluative Supervisor, Building Administrator

**PURPOSE STATEMENT**

The Health Room Assistant assists in the provision of District Health Services and under the supervision of a school nurse or administrator, who assigns specific duties, responsibilities, provides policy, and procedural guidance and direction. The Health Room Assistant is responsible for helping address the medical and emotional needs of students and staff as needed. Health Room Assistant must follow and comply with local and state codes and appropriate health authority requirements. The Health Room Assistant works as a collaborative team member with School Nurses, Secretaries, Principals, Teachers, Paraeducators, support staff, and parents. Health Room Assistant must have training or is willing to be trained, and agree to be the Parent Designated Adult to provide diabetic care to students during school hours.

**ESSENTIAL FUNCTIONS**

**This list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:**

- Perform weekly AED maintenance check and records
- Administer and document medications as directed and under the indirect supervision of the school nurse.
- Perform basic first aid
- Care for injured and ill students in the health room and document services on the health room log.
- Contact parents regarding illness and injury or assist secretarial staff with providing information to parents on contact.
- Assist in monitoring immunization records.
- Assist with mandated screening.
- Assist with or conduct lice screening under indirect RN supervision.
- Accurately enter data into Skyward in timely manner.
- Accurately completing Incident/Variance Forms within 24 hours of incident(s).
- Clerical management of the health room, including but not limited to filing of care plans and medication orders or other health services related forms; answering the phone and assisting parents within the scope of the role; health room inventory including managing health room and medication logs; organizing and storing health room supplies; copying and distributing materials as requested by the school nurse.
- Communicates questions, anomalies and concerns with nurse(s) including, but not limited to any variance noted with medication within 24 hours of incident, need for referrals and follow-up on such referrals as requested, excessive absences and health room usage
- Screen students for communicable disease and take appropriate action in conjunction with school nurse and health departments (including head lice checks, paperwork and follow-up).
- Other related duties as assigned by the school nurse or the building administrator as deemed necessary to ensure safety of students at all times.
- Job presence

**OTHER FUNCTIONS**

- Assist in emergent situations that may arise as a result of accident or natural disaster that may require lifting (50 lbs unassisted)
- If assigned, assist with diapering

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities required to perform this position include:**

*Skills*

- Strong written and oral communication skills;
- Technical skills necessary to effectively utilize a computer for a variety of tasks and operate basic office machines; and
- Phone etiquette.

### *Mathematical skills*

- Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals
- Ability to apply concepts of basic mathematics.

### *Knowledge*

- Of the essential functions of the position;
- Confidentiality requirements; and
- When to refer concerns to a more qualified health care provider.

### *Ability to*

- Develop strong and positive relationships with students, parents and co-workers;
- Recognize appropriate role of the HRA;
- Maintain strict levels of confidentiality;
- Demonstrate a respectful attitude to all health room patients without bias;
- Maintain detailed and accurate records;
- Be flexible and remain calm in emergency situations, and
- Discern when communication with the school nurse is essential;
- Work and concentrate in an environment with frequent interruptions
- Maintain accurate documentation while responding to changing priorities

### **Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Extended work at a computer work station may be occasionally required. Generally, the job requires 60% sitting, 10% walking, and 30% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

**Experience** Work experience in a health services field preferred.

### **Education**

- High school diploma or GED required. Higher education or specialized training in an area associated with health services is preferred.
- Orientation-Level Training for Paraeducators Working with Students with Special Health Care Needs

### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

### **Required Testing**

### **Certificates**

First Aid/CPR/AED

### **Continuing Ed./Training**

Maintenance of First Aid certification Bloodborne pathogen training

Annual HRA training

Have training or is willing to be trained, and agree to be the Parent Designated Adult to provide diabetic care to students during school hours.

### **Clearances**

Fingerprint/Background Clearance

### **App Status:**

Non-Exempt

**Salary Range:** Based on Schedule A PSE/SCSD Collective Bargaining Agreement

– Paraeducator

### **Classification History**

Developed: 11/07

Revised: 5/16; 8/17

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*