

Granite Falls School District  
Position Description  
**Health Room Attendant**

**GENERAL SUMMARY**

The health room attendant will provide care for ill and injured students and may attend the needs of medically fragile students; assist in health screenings; and prepare and maintain student health records.

**TYPICAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected. Under the direction of the district nurse, the health room attendant performs all or a combination of several of the following duties:

1. Receives students in the health room; provides appropriate care for illnesses, injuries, and emergencies; notifies parent/guardian about ill/injured students. Follow Individual Healthcare Plans as directed.
2. Administer medication as trained under the delegation and direction of the district RN. Must pass medication administration competency training.
3. Receive, catalog, and secure medication(s) for students as trained by the district RN.
4. Assists with student health screening appraisals; performs re-screenings as necessary; measures weight and height of students; records screening results and measurements.
5. May contact parent/guardian to discuss student's health history and needs; may perform follow-up referrals by contacting parent/guardian to determine if medical care has been obtained and if the recommendations made by medical care facility have been provided.
6. Prepares and maintains student health records, including updating student health data and emergency contact information; prepares various reports as directed.
7. Reviews immunization records and contacts parent/guardian to assure immunization law compliance; maintains a completed and signed Certificate of Immunization Status for each student.
8. Maintains current list of community/county health services and resources; refers parents to available resources.
9. May transport equipment/curriculum as necessary for health screenings or parent health curriculum review;
10. Provide encouragement and reinforcement of positive student behavior.
11. Establish and maintain effective communication with students, staff, parents, and the public for student safety and community relations.
12. Models appropriate behavior; instructs students in behavioral rules and codes for student safety, socialization, and individual growth.
13. Assist students with the mastery of interpersonal and personal skills; listen to student confidences and refer problems to teachers, counselors, specialists, or administrators as appropriate.
14. Provide physical assistance to disabled and/or medically fragile students such as lifting and toileting with proper training.
15. Serve as a member of the instructional team of the District; perform related duties consistent with the scope and intent of the position.
16. May prepare, duplicate, collate, and distribute materials; operate a variety of office equipment, including laminator.
17. May organize and arrange Operation School Bell. Make appointments for OSB field trips with Assistance League, send home OSB information, and schedule students for OSB field trip. Notify teachers and kitchen of upcoming OSB trips, Arrange transportation to and from OSB. Drive van for medically fragile or children with medication, or if no other driver is available.
18. Wash student clothing as necessary.
19. Arrange for students to groom in the HR before class. Store grooming supplies in the HR.
20. Provide support to the office team by answering office phones and covering phones for breaks and meetings.
21. Distributing Health Registration forms to teachers at the beginning of the year. Maintaining a list of students who have returned the forms, resending home forms as necessary to keep student records up to date.
22. Checking student and entire classrooms for head lice. Sending home booklets regarding lice and maintaining a database of head checks for district nurse.
23. Prepare field trip books for every teacher leaving the school on a field trip. This requires gathering multiple forms for each student. Checking to see if any student needs accommodations for a health care plan as it relates to a medical condition, allergies, or medication.

**WORKING RELATIONSHIPS:** Reports to the building administrator; monitored and directed by district nurse.

**MENTAL DEMANDS**

Requires dealing with a wide range of behaviors and/or a wide range of physical or emotional disabilities; may occasionally be required to calm distraught, angry or hostile students; requires cooperation and ability to work as a team member; requires average ability reading, writing, mathematics, and communication skills; requires ability to interpret and implement written instructions and accurately complete written reports, records, etc.; may experience frequent interruptions; requires adaptability and flexibility to work with a wide range of student behaviors and academic abilities and/or with a wide range of physical or

emotional disabilities; requires patience and understanding when working under stressful situations and when working with students with special needs; requires effective organizational and time management skills. Must maintain medication administration competency as defined and provided by district nurse. Requires strict adherence to medication administration procedures defined in medication administration training.

### **PHYSICAL DEMANDS**

Requires mobility (standing, walking, bending, etc.); may require prolonged standing, sitting, bending (stooping); exposure to infectious diseases carried by students; exposure to bodily fluids of any nature and required to wear gloves as necessary; exposure to student noise levels; may be required to lift and position students and assist with personal hygiene/toileting or other physical activities; requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; may require restraining out of control students; requires operation of office equipment and computer; requires keyboarding skill at 40 wpm with accuracy; works under regular supervision; requires organizational skills to coordinate multiple priorities.

### **SPECIAL REQUIREMENTS**

High school diploma; satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; PDA training for diabetics, one year of related health care work experience preferred; math and written language basic skills test; current CPR & first aid cards; annual HIV/AIDS training; driver's abstract may be required.

### **CONDITIONS**

The list of essential functions is not exhaustive and may be supplemented as necessary.