

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
HEALTH ASSISTANT**

**DEFINITION:**

Under general supervision of the School Health Consultant, professionally represent and carry out the program vision and expectations. Perform a variety of technical and clerical duties in support of the supervisor.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Provide specialized health care services to meet the medical and physical needs of students. Services may include, but are not limited to; catheterization, suctioning, colostomy care, oxygen administration, dispensing medications, cardiopulmonary resuscitation and first aid.
- Compile and maintain accurate health records, reports, and files.
- Communicate effectively, both orally and in writing, and maintain good relationships with students, parents, and instructional staff.
- Provide student health education assistance, as directed by the teacher or nurse as time permits when not providing direct health care services.
- Follow accepted principles, practices, rules and regulations regarding feeding, toileting, lifting, and caring for special education students.
- Perform other duties as assigned requiring essentially the same abilities, skills, and responsibilities when work requirements are changed or modified.

If assigned to an Itinerant position the employee will be required to drive frequently for department business.

**QUALIFICATIONS and REQUIREMENTS:**

- High school graduate or equivalent.
- L.V.N. License.
- Working with children highly desirable.
- Valid California driver's license and evidence of insurance.

**KNOWLEDGE OF and ABILITY TO:**

- Apply appropriate English usage, punctuation, spelling, and grammar.
- Lift or assist in lifting students and medical or instructional equipment.
- Exercise good judgment and stability required in minor and major first aid accidents.
- Quickly assess situations and work on a priority basis.
- Use a computer to keep student records and create working lists from the database and type at a level necessary for expected job performance.

- Write legibly and make neat entries on permanent records.
- Communicate orally.
- Learn the procedures and policies of the school health program.
- Obtain the cooperation of children and adults.
- Learn and implement medical procedures (ie: g-tube feedings, catheterizations, suctioning, etc.) as directed by School Health Consultant.

PHYSICAL DEMANDS:

- Dexterity and physical condition to maintain a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 80 pounds and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.
- Moderate to high stress level.
- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.