

Region 9 Education Cooperative

School Health Assistant

POSITION TITLE:	School Health Assistant
Department:	Educational Services
Program:	Educational Services
Reports To:	School Nurse
Contract Hours:	Minimum 870 hours
FLSA Classification:	Non-Exempt
Employment Status:	Part Time
Employment Classification:	Licensed Employee
Salary Schedule:	Nursing Services
Duty Station:	Carrizozo

Position Overview

The Health Assistant will support the school nurse in providing medical care and first aid to students and staff, maintaining student health records, and promoting a healthy school environment.

Key Responsibilities

General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict in a civil, professional and courteous manner.
5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.
7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.

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9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

Department/Program Job Duties/Competencies:

- Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
 - Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
 - Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
 - Regular attendance, consistent with the REC 9 attendance policy, is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
 - Promptness is required, including being present at the assigned workplace at set times and on a daily basis, to ensure consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
 - Proficient verbal communication skills and the ability to manage conflict in a civil, professional, and courteous manner are required.
 - The ability to demonstrate flexibility in the performance of various job functions is required.
 - Inter-departmental planning and programming collaboration is required, and cross-program overflow assistance when needed is required.
 - Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
 - Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
 - Provide basic first aid and medical assistance to students and staff for minor injuries, illnesses, and medical emergencies. Respond promptly to medical emergencies in accordance with school health protocols.
- Assist in monitoring students' health conditions, such as chronic illnesses, allergies, and

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immunizations. Help maintain accurate health records and update as necessary.

- Assist with self-administration of prescribed medication.
- Assist with conducting routine health screenings, such as vision, hearing, and report findings to the school nurse.
- Provide basic health education and information to students and staff, including hygiene practices, nutrition, and wellness.
- Maintain and update accurate health records for each student, including immunization records, medical histories, and health assessments.
- Serve as a point of contact between parents, teachers, and the school nurse regarding students' health needs and concerns. Communicate effectively with students, parents, and staff regarding health-related matters.
- Assist the school nurse with administrative tasks, health-related reports, and maintaining a clean and safe clinic environment, providing support in facilitating and coordinating appointments with SBHC.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Must be willing to travel/use a personal vehicle for transportation.

Qualifications

- High school diploma or equivalent required. A certified nursing assistant (CNA) or medical assistant certification is preferred.
- Previous experience in a healthcare or school setting preferred.
- Strong communication and interpersonal skills
- Ability to work in a fast-paced environment
- Basic knowledge of first aid, CPR, and emergency medical procedures.
- Familiarity with medical terminology and health record management
- Ability to maintain confidentiality and demonstrate professional ethics
- Organizational skills and attention to detail

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- CPR and First Aid certification (or ability to obtain within the first 90 days of employment).

Working Conditions

- Part- Time / Full-Time
- Hours typically align with school hours.
- Comfortable and supportive work environment within a school setting.

Physical Requirements

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement

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- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. CARRYING TASKS

- A. Vision
 - 1. Being able to see at a distance is a frequent requirement
 - 2. Being able to see closely is a continuous requirement
 - 3. Having depth perception is a frequent requirement
- B. Hearing
 - 1. Being able to hear in a quiet environment is a frequent requirement
 - 2. Being able to hear in a noisy environment is an occasional but essential requirement
 - 3. Being able to locate noise is an occasional requirement
 - 4. Being able to differentiate noise is a frequent requirement
- C. Speech/Communication
 - 1. Communicating through written and spoken language is a continuous requirement

XIII. USE OF PROTECTIVE EQUIPMENT

- A. None
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Note: These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined

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in this job description to the best of my ability.

Employee Name: _____

Date: _____

Employee Signature: _____

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