

**DEPARTMENT:** ALL SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 13, 2004

### HEALTH OFFICE ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a support staff (non-instructional) nursing and clerical position involving assisting physicians and school nurses in providing a variety of health services to public and parochial school students. Incumbents perform appropriate first-aid measures, perform mandated screening duties and maintain accurate health records on each pupil. Work is performed under the general supervision of the principal and direct medical/health supervision of the school physician and school nurse practitioner. The position differs from that of School Nurse in that there is not responsibility for classroom instruction, application of professional nursing skills or guidance of parents or pupils. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Administers approved emergency care procedures when necessary;
2. Assists with selected annual screening procedures;
3. Follows established procedures for care and reporting of injuries, illnesses, accident reporting and pupil medications;
4. Assists school authorities in verifying and acting on health related attendance problems;
5. Reports all possible cases of communicable and contagious diseases to Niagara County Health Department;
6. Records and maintains accurate health files on each pupil;
7. Reports to principal on general safety and sanitary conditions in health area and school buildings;
8. Maintains inventory on health room equipment and first-aid supplies in building and assists in compiling health supply order each year;
9. Performs miscellaneous typing, clerical and related work as required;
10. Compiles statistical information as required for health studies and surveys, accident reports, etc.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of practical nursing techniques and their application in a school setting; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain effective working relationships with parents, pupils and staff; good mental health; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Possession of a license to practice as a Licensed Practical Nurse in New York State and two (2) years experience in the field of nursing involving direct patient contact.

02/13/2004; 02/28/1983