

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: HEALTH OFFICE ASSISTANT

TITLE #: 1335

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of clerical duties in a school health office and assisting the School Nurse Teacher with health related services including health screenings and emergency care. Work is performed under the general supervision of the School Nurse Teacher with more direct supervision given in matters regarding health-related procedures. Involves direct, daily contact with students. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and updates cumulative student health records, including school/private physicals, immunizations, illnesses, injuries and medications;

Assists in routine school physicals, height/weight and urine testing;

Assists younger children with dressing during physicals and daily including fixing and repairing zippers, tying shoes, caring for wet and damaged clothing, etc.;

Administers daily medications to students in accordance with written parent and/or physician instructions and school policy and procedure under specific supervision and monitoring of School Nurse;

Assists with health education activities by maintaining a resource file, distributing educational/informational materials to faculty and preparing bulletin board displays;

Assists School Nurse Teacher with special programs such as kindergarten registration and immunizations;

Monitors elementary health office in the absence of the School Nurse Teacher and keeps administration informed of all emergencies during this time;

Maintains a current inventory of health office supplies and equipment and assists in ordering same;

Follows-up on students after absence of 3 days;

Maintains and refreshes first aid kits used by classroom teachers;

Provides care of students for minor illnesses and injuries in accordance with stated guidelines under the supervision of the School Nurse;

Maintains student emergency information cards and updates as information is made available;

Types correspondence and reports including, but not limited to: accident and insurance forms, Child Study Team and Committee on the Handicapped work and annual budget and report.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; knowledge of routine health screening procedures; ability to keyboard at a rate of 35 words per minute; ability to establish rapport with and communicate ideas to students, parents and other school personnel; ability to understand and follow oral and written communications; ability to maintain discipline; ability to work independently; initiative; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENTS: Must possess certifications in first aid and CPR within one (1) year of appointment.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 5/15/06 ms