

GRESHAM-BARLOW SD 10J

School Health Assistant, BHS (1202)

JOB POSTING

Job Details

Title **School Health Assistant, BHS**
Posting ID **1202**
Description **Posting Date:** September 13, 2017
Application Deadline: In-District Bargaining Unit Members September 19, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.
Projected Start Date: Approximately September 26, 2017. Exact date to be determined by the district.

School Health Assistant
Barlow High School
3.75 hours/day, Tuesdays & Thursdays 9/26/17-6/14/18
Salary Range \$14.48 to \$20.62/hour
Non-Bargaining Unit Position

Job Summary:

The job of "School Health Assistant" is done for the purpose of assisting school personnel with specific student health issues.

Essential Job Functions:

- Collects and maintains data and records on student health issues as required by the district, state, and federal regulations
- Assists other school personnel with health screenings
- Maintains and updates student health records
- Where appropriate, administers medication to students
- Provides delegated health care tasks for students with chronic health problems
- Provides authorized first aid to students
- Collects immunization and tuberculosis data
- Contributes to a positive and productive work environment
- Composes reports and documents for administrators and other school staff regarding student health issues
- Manages referrals from other school staff members
- Processes documents and materials for the purpose of disseminating information to appropriate parties
- Orders necessary supplies and other materials as requested
- Maintains appropriate student records for student health histories
- Communicate effectively with parents related to student health issues
- Prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them
- Performs selected tasks from School Health Management Plan as delegated and supervised by the Registered Nurse
- Other duties as assigned

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience in special services with increasing responsibility
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of specific computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school (and special education processes and procedures). Ability to exercise

good judgment and in identifying, handling and protecting confidential information. Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

- Education: High school diploma or equivalent
- Licenses: Criminal Justice Fingerprint Clearance and first aid certificate

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Shift Type

Classified Part Time

Salary Range

\$14.48 - \$20.62 / Per Hour

Location

Sam Barlow High School

Applications Accepted

Start Date

09/13/2017