

School Health Assistant I

Position Details

Class Code: 0092

Job Family: Para-professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade](#) 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides health services under the direction of a licensed nurse in the school setting. This position includes basic restorative services and basic nursing services that are directed at the safety, comfort, personal hygiene, basic mental health, and protection of patients and the protection of the rights of patients.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Renders basic first aid and emergency care to students for illness, injury, and life-threatening situations.
2. Contacts parents/guardians for illness and injuries that occur to students in accordance with First Aid and Emergency Guidelines for School Staff.
3. Initiates First Aid and/or Cardiopulmonary Resuscitation (CPR) to save lives and uses an Automated External Defibrillator (AED), as indicated.
4. Activates 9-1-1 to mobilize emergency medical personnel (police, fire, and/or ambulance) in response to life-threatening emergencies.
5. Assists with the administration of scheduled routine and as needed medication.
6. Assists with administration of emergency medications such as Clark County School District-supplied epinephrine and District-supplied naloxone. This also includes other emergency medications prescribed for individual students, as trained and delegated by the School Nurse in accordance with licensed health

- care provider orders and District or Health Services Department policies and procedures.
7. Performs specialized procedures as trained and delegated by the School Nurse (i.e., diabetic glucose monitoring, carbohydrate counting, and insulin dosage calculation; diapering/toileting; small volume nebulizer treatment; and, urinary catheterization, etc.).
 8. Assists with state mandated vision, hearing, height, weight, and dental screening.
 9. Monitors student health and safety during assigned period of time in a variety of school environments (i.e., well room, sick room, assemblies, athletic areas/fields, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, bus transports, etc.) which may include physical activities (i.e., quick pursuit of, or running after, a student to prevent them from doing self-harm or harm to others).
 10. Serves as the school-based health and safety designee as assigned by the Student Services Division (SSD) and reports unsafe conditions to site administration for repairs/remediation.
 11. Assists with infection control practices in the health office to maintain well and sick room areas as clean environments for providing care and to maintain equipment and supplies in an orderly manner.
 12. Stocks and reorders first aid supplies (i.e., band-aides, tongue depressors, etc.) and assist with updating first aid supplies, first aid kit, trauma kit, and evacuation cart or system under the direction of the School Nurse.
 13. Responsible for maintaining the confidentiality of student health and medical records and information.
 14. Prepares, organizes, and maintains accurate health records or reports on District and Health Services Department forms and in appropriate office notebooks, in accordance with Health Services Department policies and procedures.
 15. Reviews and records student's health and medical information in the student information system and electronic medical record database.
 16. Tracks and reports blood borne pathogen exposure incidents to School Nurse and site administrator.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves assisting students with special health care needs or perform specific health related procedures in a safe and effective manner.

Knowledge, Skills, and Abilities (Position Expectations)

1. Demonstrate knowledge consistent with certification by the Nevada State Board of Nursing to include:
 - a. Basic understanding of body systems and functions;
 - b. Identify stages of childhood growth and development;
 - c. Define common medical terms and abbreviations used in health care;
 - d. Mandatory reporting for abuse and neglect;
 - e. Accurate recording and reporting in the electronic medical record as well as other data bases, forms, and notebooks; and,
 - f. Safety and infection control practices in compliance with health, medical and District guidelines.
2. Demonstrate competence and proficiency in the following categories of skills:
 - a. Health office admission and discharge procedures;
 - b. Safety and infection control practices;
 - c. Personal care procedures;
 - d. Vital signs;
 - e. Exercise and activity;
 - f. Healthy nutritional support (feeding);
 - g. Elimination (toileting, diapering);
 - h. Care to clients with special needs;
 - i. Care to clients with cognitive impairment;
 - j. Safe medication administration practices;
 - k. Basic first aid and emergency response in accordance with District regulations and publications;
 - l. CPR/AED;
 - m. Don (put on) and doff (take off) appropriate levels of personal protective equipment (PPE) to prevent exposure to communicable diseases, including gowns, gloves, surgical masks, face shields, goggles, and/or N95 Respirator masks; and,
 - n. Performance of delegated specialized procedures.
3. Ability to demonstrate consistent professional performance in the following ways:
 - a. Excellence in customer service;
 - b. Ability to read, write, speak, and understand the English language;
 - c. Professional communication with a variety of persons such as with students, families, staff, administrators, and the public;
 - d. Successful completion of annual medication assistance training and passes the proficiency test;

- e. Participation and completion of initial and ongoing Health Services orientation, education, and skills training;
 - f. Participation and completion of all required District and Support Professional learning;
 - g. Compliance with privacy and confidentiality laws;
 - h. Professional work ethics; and,
 - i. Adherence to the policies and procedures of the Health Services Department.
4. Ability to be qualified, as outlined in Nevada Administrative Code (NAC) 632.226, as a person whom the School Nurse has determined has acquired and/or maintained knowledge, skills, and ability to assist students with special health care needs or perform specific health related procedures in a safe and effective manner.
 5. Ability to interpret health and safety standards.
 6. Ability to recognize and report hazards and apply safe work methods.
 7. Ability to identify and prioritize health-related incidents.
 8. Ability to learn, explain, and perform health-related procedures.
 9. Ability to learn and apply laws, rules, and regulations relating to health activities.
 10. Ability to maintain security of confidential information.
 11. Ability to learn to use computers and software applications related to the health office.
 12. Ability to determine when to act independently and when to refer medical situations to a School Nurse and an administrator.
 13. Ability to work cooperatively with employees, students, parents/guardians, and other medical personnel.
 14. Ability to acquire medical clearance to be fit-tested to wear an N95 Respirator Mask for care of students with suspected communicable diseases.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Successful completion of a School Health Assistant Training Program; or, Completion of a Medical Assistant Program or Certified Nursing Assistant (CNA) Program from an accredited college or university and experience as a Certified

Medical Assistant (CMA), Registered Medical Assistant (RMA), or a Certified Nursing Assistant (CNA) (experience must be dated within the last 5 years of the submission of the CCSD online application).

Licenses and Certifications

1. Verification of status of completion of a School Health Assistant Certificate from the College of Southern Nevada (CSN); **or**,
Verification of status of completion of a Medical Assistant or Nursing Assistant program from an accredited college or university **and**,
Active (within five (5) years), Certified Medical Assistant (CMA) certificate or Registered Medical Assistant (RMA) certificate from the Association of Medical Assistants (AMA) or American Medical Technologists (AMT); or, Certified Nursing Assistant (CNA) certificate from the Nevada State Board of Nursing.
(Note: Individuals in this position do not work under the scope of a CMA, RMA, or CNA regardless of licensure status; however, a CMA, RMA, or CNA Certificate meets position requirements).
2. CPR/AED certification from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certification must be uploaded into the application; **or**,
Current Basic Life Support (BLS) for Healthcare Workers course administered by the American Heart Association or equivalent. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the BLS certification must be uploaded into the application.
3. Current First Aid certification from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid certification must be uploaded into the application.

Preferred Qualifications

1. Acute, Subacute, or Home Health care experience working as a medical assistant or CNA.
2. Experience working with school-aged children.
3. Experience providing assistance to children with special health care needs and health-related procedures in a safe and effective manner.

4. Experience working with children who have significant disabilities in a variety of settings.
 5. Clerical experience (records/files/data management, keyboarding, and/or typing).
-

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Proof of successful completion of School Health Assistant training program from CSN, if applicable.
 3. Proof of successful completion of a Medical Assistant or Certified Nurse Assistant program from an accredited college or university, if applicable.
 4. Proof of active (dated with five (5) years) Certified Medical Assistant (CMA) certificate or Registered Medical Assistant (RMA) certificate from the Association of Medical Assistants (AMA) or American Medical Technologists (AMT); or, Certified Nursing Assistant (CNA) certificate from the Nevada State Board of Nursing, if applicable. A copy of the certification must be uploaded into the application.
 5. Current CPR/AED, if applicable. A copy of the front and back of the CPR/AED must be uploaded into the application.
 6. Current Basic Life Support (BLS) for Healthcare Workers certification, if applicable. A copy of the front and back of the-Basic Life Support (BLS) for Healthcare Workers certification, must be uploaded into the application.
 7. Current First Aid certification. A copy of the front and back of the First Aid certification must be uploaded into the application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

Clark County School District schools – health offices, playgrounds, cafeterias, classrooms, locker rooms, well or sick area, school bus, other designated school areas, etc.

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally; frequently; constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, jogging, running, reaching, handling, and repetitive fine motor activities. Ability to wear an N95 Respirator Mask and other personal protective equipment (PPE). Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Exposure to climate-controlled office settings and to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Stethoscope, blood pressure cuff, pulse oximetry, thermometer, first aid supplies (splints, tourniquets, bandages), ostomy bags, urinary catheters and other drainage tubes, glucose monitoring supplies, Instalines (vision screening), audiometers (hearing screening), personal protective equipment (PPE), computers, printers, telephones, copy machines, two (2)-way radios, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/28/22
- Created: 01/26/22