

TITLE: Health Room Specialist

DEPARTMENT: Special Services

REPORTS TO: Building/Principal/Executive Director of Special Services

POSITION SUMMARY: Under the guidance of the school nurse, the Health Room Specialist is responsible for the day-to-day management of the health room and for providing appropriate care and/or referral for ill, injured or medically fragile students.

ESSENTIAL FUNCTIONS:

- Caring for the immediate health needs of students including administration of first aid, medication and treatments, such as diabetic care, seizure management, anaphylaxis emergencies, head lice checks, asthma management, tube feeding, catheterization care, toileting including lifting and transferring, and student hygiene management.
- Supervision of students in the health room when they are referred for illness and/or observation.
- Assists the school nurse in supporting student self-management of medication or other health-related issues.
- Maintains a variety of health room/student records and files required by legal and professional standards. This includes confidential health records, medication logs, accident and head injury reports, electronic medical records, supply inventory and records related to outdoor education/field trips and summer school.
- Keeps the health room neat and follows appropriate hygiene standards in the health room including changing pillow and cot covers, proper disposal of bodily fluids, wiping counters etc.
- Ensures supplies for the health room are ordered in a timely manner following District and building procedures.
- Assists in the state mandated screening and referrals, including rechecks and recordkeeping.
- Communicates appropriately with the school nurse, students, parents/guardians and appropriate staff for the purpose of sharing information related to student health.
- Completes monthly AED checks, logging such checks appropriately.
- Maintains confidentiality of all student health issues and information.
- Reports promptly to the nurse and building administrator any serious accident or illness affecting students under supervision.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation, age appropriate activities, Washington State Department of Health Guidelines for School Response to student injuries or illness which includes knowledge and precautions around infectious and communicable diseases; district and school emergency policy and procedures including reporting requirements.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but

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different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

Responsibilities:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; there is a continual opportunity to impact the organization’s services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job-related experience is desired, particularly working with students of the age of those at the school assignment. Further experience that demonstrates the ability to:

- take direction, accept responsibility, work independently and collaboratively;
- communicate with strong oral and written skill;
- demonstrate flexibility to school schedule adjustments or in response to emergencies; and
- possess good health and physicality required to ensure safe lifting and transferring of students when required.

REQUIRED TESTING: None specified

CERTIFICATES AND LICENSES: Must possess current CPR/First Aid/AED card or obtain within thirty (30) days. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position including Blood Borne Pathogen and Right Response.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Service Employees International Union, Local 925 (SEIU)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date