

Wrightstown Community School District
School Health Assistant
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To provide assistance and care of sick and injured students and children with chronic illnesses, performing medical procedures as necessary.
- To support a climate of health and well-being in the District schools.

Performance Responsibilities

- Direct Care
 - Conduct student health appraisals based on observations, health histories, interviews, record reviews and screenings to identify individual student needs.
 - Dispense and document administration of medication according to doctor's orders.
 - Provide emergency health services and access EMS as needed.
 - Implement individual health plans and emergency health plans for students and staff.
 - Communicate with teachers, parents and administration on student health care situations.
- Administrative Functions
 - Create and maintain health supply list for assigned buildings.
 - Demonstrate professional communication using phone, cell phone, email, fax, verbal and written.
 - Interact with the District Nurse and Medical Advisor.
- Health Services
 - Provide staff educational sessions for specific student health issues.
 - Coordinate age appropriate screening programs for students. These screenings may include vision, hearing, height/weight, scoliosis, blood pressure or others as indicated.
 - Communicate student health concerns to school staff as need to provide for classroom modifications or safe care during the school day, including collaboration with Section 504 plans.
 - Counsel students in developing self-reliance in managing personal health problems.
- Communicable Disease Control
 - Provide prevention and control activities for communicable diseases such as influenza, head lice, chicken pox and others. This includes assessment, education, notification and enforcement of policies requiring children with communicable disease to remain out of school. Collaborate with the local and state health departments regarding reportable communicable disease.
 - Ensure that students are in compliance with Wisconsin State Immunization Statutes. Be responsible for the auditing and report of student immunization status.
- Confidentiality
 - Maintain confidentiality of student and staff health data.
 - Instruct school staff and volunteers on confidentiality of student health information and records.
- Other Responsibilities
 - Perform any and all other duties assigned by the District Nurse, Director of Pupil Services or District Administrator.

Reports To

- Director of Pupil Services.

Qualifications

- Wisconsin licensed Certified Nurse Assistant (CNA) or Certified Medical Assistant (CMA)
- Knowledge of the control of communicable diseases in accordance with State and local mandates.
- Maintain Health Care Provider CPR Certification.

Evaluation

- Annual written evaluation to be completed by the Pupil Services Director based on a mutually agreed upon evaluation system

Adopted: 10/21/2015

Reviewed: 11/17/2021

Revised: