



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5106
Date Adopted: December 8, 2021**

**FLSA Status: Nonexempt
Union Representation: Represented**

Health-Office Assistant

GENERAL PURPOSE

Under supervision, monitors the health and welfare of students with disabilities; documents and maintains student health information required by federal, state, and local agencies; provides appropriate care and/or referrals under the direction of the school nurse for ill, injured, and/or medically fragile students; performs a variety of routine clerical support functions in an OCDE Special Education school site, including typing, data entry, filing, and receptionist duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Health-Office Assistants are responsible for providing assistance to school nurses related to tracking and documenting student health information; under the supervision of a school nurse, performing routine medical assistance to ill, injured, and/or medically fragile students; and providing a variety of routine clerical support in a school office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Under direction of School Nurse, administers prescribed medications and specialized treatments according to physician instruction and established OCDE procedures for the purpose of providing appropriate care for ill, injured, or medically fragile students; screens student symptoms or injuries and addresses or refers appropriately; takes and records temperatures; assists asthmatic students needing breathing treatments; provides ice packs and administers first aid to students.
2. Assists school nurse in recording results of health screenings and immunizations and in maintaining medical emergency cards and health records. Identifies students needing immunizations and physicals; maintain updated immunization and records of testing; send follow-up notices to parents; maintains list of students with incomplete immunization records or exemption from testing; assists families with immunization compliance issues.
3. Tracks medication authorizations, orders, and expirations.
4. Orders health office supplies as needed; refills classroom first aid kits; maintains the health office in a clean, orderly, and safe condition; prepares, coordinates, and organizes medications and authorizations for field trips, community outings and other special events.
5. Maintains order in student health office; maintains log of students visiting the health office.

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6. Attends to students needing assistance with changing clothes and toileting; checks students for head lice and notifies parents of results as directed by the School Nurse.
 7. Assists with specialized medical needs for students with disabilities; monitors blood sugar levels of students with diabetes and contacts parents as necessary; administers diastat, performs catheterizations and performs other specialized health care procedures as required; checks pulse oximeter levels for asthmatics and administers inhalers or nebulizers under the direction of the School Nurse; properly and completely documents medications administered, seizure activity, pulse oxygen rates, blood sugar levels, and other required medical information; notifies teachers of student activity restrictions as required.
 8. Assists in the documentation of accidents, illnesses, and injuries.
 9. Answers, screens, and refers telephone calls; takes telephone messages; greets and directs visitors; assists members of the public in person and/or by telephone; initiates and/or responds to routine requests for information from a variety of internal and external sources.
 10. Operates a computer and performs data entry and light typing responsibilities to prepare a variety of standard materials and documents; updates standard computer records and databases; types and generates notices, reports, labels, logs, basic correspondence, and other documents; completes and processes standard forms related to areas of responsibility; scans documents as needed.
 11. Opens, date-stamps, and distributes incoming mail; stuffs, sorts and prepares outgoing mail for pickup; assists in the preparation of large mailings; retrieves, delivers, and sends faxes.

OTHER DUTIES

1. May perform a variety of clerical activities to support operational functions of a school office which could include one or more of the following: maintains a variety of records, including attendance records; schedules, re-schedules, cancels, and/or checks-in appointments and meetings for school staff; makes appointment reminder calls; assists in scheduling, arranging, and set-up of meetings and health testing, assists with assembling and preparing related materials.
2. Attends a variety of meetings, classes, and workshops, as assigned.
3. Performs CPR and First Aid as required.

QUALIFICATIONS

Knowledge of:

1. Universal precautions and control of infectious diseases.
2. Basic medical procedures, terminology, and supplies/equipment used in the care of individuals with medical conditions.
3. Child abuse reporting requirements and prevention strategies.
4. Office administration practices and procedures.
5. Correct English usage, including spelling, grammar, and punctuation.
6. OCDE rules, policies, and procedures applicable to assigned areas of work.

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7. Uses and operations of a computer and standard business software including word processing and spreadsheets.
 8. Recordkeeping and filing practices and procedures.
 9. Customer service practices, including telephone techniques and etiquette.
 10. CPR and First Aid.

Ability to:

1. Administer first aid and medications according to established procedures; attend related specialized training and apply to assigned procedures.
2. Operate and use assigned medical supplies and equipment for students with medical needs; participate in and demonstrate understanding of related in-service training.
3. Screen students for various health and safety concerns.
4. Operate a computer using word processing, spreadsheet, and other business software.
5. Operate other standard office equipment.
6. Communicate clearly and effectively, orally and in writing.
7. Understand and follow written and oral instructions.
8. Learn and apply new information and skills.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, staff, teachers, parents, the public, and others encountered in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and at least one year of office administrative or secretarial experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Valid CPR and First Aid certifications.

OCDE in-service or other training and certification as required to meet the needs of assigned student/s.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret medical orders and directives; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under deadlines with frequent interruptions; and interact with OCDE management, administrators, faculty, staff, parents, students, physicians and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work in a classroom or nurse's office setting, and the noise level is generally quiet.