



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

**Class Code: 5106
Date Adopted: 7/1/2024**

**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 provide 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

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Under the direction of a 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; screen student symptoms or injuries and addresses or refer appropriately; take and record temperatures; assist asthmatic students needing breathing treatments; provide ice packs; and administer first aid.
2. Assist school nurse in recording results of health screenings and immunizations and in maintaining medical emergency cards and health records. Identify students needing immunizations and physicals; maintain updated records of immunizations and testing; send follow-up notices to parents; maintain a list of students with incomplete immunization records or exemptions from testing; and assist families with immunization compliance issues.
3. Order health office supplies as needed; refill classroom first aid kits; and maintain the health office in a clean, orderly, and safe condition; prepare, coordinate, and organize medications and authorizations for field trips, community outings, and other special events.
4. Assist with medication administration and track medication authorizations, orders, and expirations. Maintain order in the student health office; and maintain a list of students visiting the health office.

5. Assist in the documentation of accidents, illnesses, and injuries.
6. Send healthcare correspondence to parents regarding students' care, including notifying parents when students are sick.
7. Attend to students needing assistance with changing clothes and toileting; check students for head lice and notify parents of results as directed by the school nurse.
8. Assist with specialized medical needs for students with disabilities; monitor blood sugar levels of students with diabetes and contact parents as necessary; administers diastat, performs catheterizations, and G-tube feeding, and perform other specialized health care procedures as required; and check pulse oximeter levels for asthmatics and administer inhalers or nebulizers under the direction of the school nurse.
9. Properly and completely documents medications administered, seizure activity, pulse oxygen rates, blood sugar levels, and other required medical information; notify teachers of student activity restrictions as required.
10. Answer, screen and refer telephone calls; greet and direct visitors; assist members of the public in person and/or by telephone; and initiate and/or respond to routine requests for information from a variety of internal and external sources.
11. Open, date-stamp, and distribute incoming mail; sort and prepare outgoing mail for pickup; assist in the preparation of large mailings; and retrieve, deliver, and send faxes.

OTHER DUTIES

1. May operate a computer and perform data entry and light typing responsibilities to prepare a variety of standard materials and documents; update standard computer records and databases; type and generate notices, reports, labels, logs, basic correspondence, and other documents; complete and process standard forms related to areas of responsibility; and scan documents as needed.
2. May perform a variety of clerical activities to support the operational functions of a school office, which could include one or more of the following: maintain a variety of records, including attendance records; and/or schedule, re-schedule, cancel, and/or check-in appointments and meetings for school staff; make appointment reminder calls; assist in scheduling, arranging, and set up of meetings and health testing; and assist with assembling and preparing related materials..
3. Attend a variety of meetings, classes, and workshops, as assigned.
4. Perform CPR and First Aid as required.
5. May assist the administrative team in the office and assist in maintaining the classrooms as needed.

QUALIFICATIONS

Knowledge of:

1. Universal precautions and control of infectious diseases.
2. Basic medical procedures, terminology, and supplies and equipment used in the care of individuals with medical conditions.
3. Child abuse reporting requirements and prevention strategies.

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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.
 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 and Skill to:

1. Administer first aid, CPR, 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; understand and follow written and oral instructions.
7. Learn and apply new information and skills.
8. Deal with sensitive and difficult situations; deescalate student behaviors.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least one (1) 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 students.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift students and carry materials or equipment. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment

for job duties. This position includes the need to traverse uneven surfaces. May move students weighing up to 50 pounds and lift up to 100 pounds with assistance.

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

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use basic math; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under deadlines and meet productivity requirements; 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 essential functions. Employees work in a classroom or nurse's office setting, and the noise level is generally quiet.