

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
**San Juan Capistrano, California**

Range 23

**HEALTH/OFFICE ASSISTANT**

**DEFINITION**

Under supervision, to distribute health information, provide emergency medical care and first aid; to perform special physical health care procedures for students; to assist with general clerical work; and to perform related work as required.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintain a clean, sanitary and orderly health office.
2. Administer prescribed medications to students following a closely controlled and established procedure and communicate with parents regarding medications.
3. Monitor immunization compliance and follow-up with parents.
4. Provide emergency medical care to students in case of accidents or serious illness.
5. Notify administrator, district nurse, parents, hospitals and/or paramedics as necessary.
6. May perform basic blood sugar level reading as required for students.
7. Maintain student records and files.
8. Assist in call-in-sick program and related assignment.
9. Perform general clerical duties including typing, filing, photocopying, taking and delivering phone messages.

**QUALIFICATIONS**

**Knowledge of:**

Modern office practices and procedures; correct English usage, spelling, grammar and punctuation; standard office machines, simple record keeping; basic first aid, and CPR; correct medical procedure for blood sugar level reading or willing to be trained.

**Ability to:**

Supervise students; speak clearly and distinctly in person, and on telephone; demonstrate an understanding, patient, and receptive attitude toward parents and students; understand both oral and written instructions; establish, and maintain positive working relationships; maintain records; perform routine clerical work; operate standard office machines; maintain confidentiality. Comply with the District's customer service standards, as outlined in Board Policy.

**Education/Experience:**

Equivalent to the completion of the twelfth grade. Prior experience with school age children and experience in a health service setting providing first aid and assistance preferred. Bilingual Spanish/English preferred.

**Licenses/Certificate Requirement:**

Possession or, or be enrolled in training to obtain, a current first aid and CPR certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a school setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.