



Job Title:	Assistant to Health Services	Wage/Hour Status:	Non-Exempt
Reports to:	Health Services Director	Pay Grade:	
Dept. /School:	Health Services or Assigned Campus	Date Revised:	5/11/2011

Primary Purpose:

Facilitate the efficient operation of the coordinator of school health office, provide assistance to the coordinator of health services in non-nursing (areas that do not require nursing judgment) areas, and coordinate state required health screenings.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in typing, word processing, file maintenance, and record keeping.
Strong organizational, communication, and interpersonal skills, bilingual preferred.

Experience:

One to three years of secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

1. Assist students, teachers and parents as needed.
2. Maintain proper files to include inventory of medical supplies, donated school supplies, and donated miscellaneous supplies.
3. Keep accurate inventory of above items and order supplies as necessary.
4. Maintain accurate budget records.
5. Assist the coordinator in preparing yearly budget outlays.
6. Schedule all meetings, appointments, and order supplies as necessary.
7. Assist in updating nursing policy and procedure handbooks.
8. Monitor personnel time records (time sheet) to include sick, vacation and special events for the coordinator and traveling nurse.
9. Assist in keeping mileage logs for self and coordinator.
10. Keep informed of and comply with state, district, and school policies and regulations concerning health services and primary job functions.
11. Schedule and coordinate state required health screenings at all schools and compile state report for required screenings.
12. Monitor and review immunization records at all schools, to include periodic reviews at individual schools to ensure requirements are met, and compile state required report.
13. Responsible for preparing purchase orders.

14. Translate correspondence into Spanish and interpreter for parents and staff.
15. Perform other related duties as directed by the health services coordinator.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, copier, fax machine and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Sitting, standing, walking short distances. Prolonged use of computer, repetitive hand motions.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.