

JOB DESCRIPTION
HEALTH, SPECIAL EDUCATION, AND
ELEMENTARY ADMINISTRATIVE ASSISTANT
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Elementary School Principal and Director of Student Services

GENERAL SUMMARY: To coordinate health care including first aid/emergency care, recordkeeping, communications, dispensing medication, scheduling, screening, staff training, special education filing, notifications, data processing, etc.

YEARLY CONTRACT PERIOD: Starts approximately one week prior to start of each school year and ends approximately one week after teachers regularly scheduled last day.

QUALIFICATIONS:

1. High School Diploma with additional medical training
2. Registered Nurse or completion of Medical Assistant program preferred
3. Record keeping experience
4. Current CPR certification
5. Basic understanding of Health Promotion and Wellness
6. Must have strong organizational skills
7. Must possess the ability to work independently
8. Must have computer skills in a variety of word processing, spreadsheet, and specialized program applications
9. Must be able to maintain confidentiality in materials and information processed through the office
10. Must possess and utilize excellent written and oral communication skills

DUTIES AND RESPONSIBILITIES:

1. **Health Coordinator/School Nurse (70%)**
 - a. Provides health care to PK- 8th students
 - b. Cares for ill students while at school and documents all visits
 - c. Supervises administration and documentation of prescription/nonprescription medications.
 - d. Responsible for managed, or physician directed health care and first aid
 - e. Refers all medical needs requiring physicians attention through proper channels
 - f. Manages, schedules, and coordinates all screening programs for hearing and vision and parent and staff notifications.
 - g. Oversees and assists in individual students special medical health program
 - h. Provides and maintains first aid kits for student field trips and the aides at recess.
 - i. Provides teachers with necessary student medications for anytime students are away from school building on school sponsored field trip or event.
 - j. Schedule vision /hearing screening, healthy Smiles, and other events as needed throughout the school year. Schedule volunteers if needed.
 - k. Maintain communications with the Wood County Department of Health Department.
 - l. Work in conjunction with the School Nurse.
 - m. Maintains/Monitor immunizations of students and prepares required reports fro principal signature meeting required statutory deadlines. Send immunization report to Wood County Health department by deadline.
 - n. Complete requisitions for medical supplies/budget.
 - j. Staff support
 - i. Organizes staff training - Medication Training and any other training needed at that time.
 - ii. Serves on wellness committee and program
 - iii. Provides health care coordination for all school staff

2. Duties for Special Education Assistant (20%)

- a. Maintain all Special Educational records as prescribed by State and Federal Statute and local policy.
- b. Notify case manager of dates IEP invitations are sent.
- c. Notify special education staff when parent permission to test is received.
- d. Develop calendar for special education staff with IEP and Evaluation dates.
- e. Mail/Fax out requests for special education records
- f. Create/update/ and maintain student hard copy files including filing of current IEP and Evaluation documents including IEP Progress Reports
- g. Create student accounts in the special education electronic data base
- h. Update student IEP and Evaluation information in the special education electronic data base
- h. Notify School Psychologist of incoming IEP and Evaluation documentation from new or transfer students
- j. Send student hard file when receiving a records request to the district the student has transferred to. Make a copy of the received records request
- k. Assist the special education staff in the SelfAssessment Audit Process
- l. Prepares service event reporters for Medicaid students and participates in Medicaid time study when requested.

3. Duties for Administrative Assistant (10%)

- a. Assists secretary in the morning with bus passes, absence notifications, etc.
- b. Creates summer school brochure and registration forms
- c. Organizes summer school registration forms and communicates with families
- d. Covers office during secretary lunch time
- e. Creates and maintains office bulletin boards for parent/student communication
- f. Takes photos of various events for bulletin boards
- g. Assists Principal and Secretary with miscellaneous office tasks

4. Physical, Mental, and Visual Skills

- a. Endurance to work entire eight (8) hours per day
- b. Must maintain mental sharpness and high energy level throughout entire working day
- c. Sit with back support for approximately four (4) hours per day
- d. Ability to lift/carry up to 30 pounds
- e. Repetitive motion of wrist and fingers required for typing/keyboarding
- f. Ability to deal with smells, blood, suffering, and other unpleasant components of the job including changing of diapers or soiled clothes
- g. Skill to recognize real problems
- h. Ability to prioritize job responsibilities
- i. Must be able to adjust lunch break prior to 11:00AM or after 1:00PM when necessary
- j. Satisfactory vision and hearing to complete work requirements and assignments

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.