

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the classes:

SCHOOL HEALTH ASSISTANT I AND II

Duties Summary:

Provide care services to public school students with first aid and emergency care; administer authorized medications per established policies; inquire and follow through on the health status of the students; provide health instructions on self-care and on-site trainings to substitutes; maintains accurate and confidential health records which includes data entry into various data systems; oversee the health room management; support parents by providing resource information and responding to general inquiries regarding the basic health concerns of their child; advocate a positive and informative student health and wellness program setting the stage for students to be engaged, effective learners.

Distinguishing Characteristics:

Positions in these classes are expected to administer an efficient school health and wellness program by providing exceptional care and service to enhance the health of all students to maximize their educational opportunities. As the school's primary health resource, positions will support and communicate to parents/legal guardians and school staff on any health concerns regarding the student; maintain and evaluate various confidential health records electronically; and provide a clean, organized, and safe health services program.

The main function of these classes is to independently provide emergency first aid care to ill and injured students in a public school setting as an essential assignment. Positions are responsible for performing various health-related tests, maintaining a clean and safe health room, and managing all student health information and records that are highly confidential. These classes are required to enter student health information in various computer-based systems (i.e. SIS Infinite Campus, Health Office Anywhere – Hawaii Keiki program). In addition, positions review and monitor all physical examination record documents (i.e. for Student Health Record Form 14 review and assemble names of those non-compliant students for follow up by the Department of Health). Administration of oral and topical medications may also be required, but only in accordance with strict program guidelines (i.e. parental request, physician's order, Registered Nurse (RN) and school administration approval).

The School Health Assistant II level provides additional assistance to students, parents/legal guardians, and staff by responding to questions or inquiries regarding health concerns such as chronic conditions, disorders, illnesses and diseases. This service is accompanied by the distribution of resource information in accordance with program

guidelines and the Department of Education policies. As the primary health resource for the school, positions may be assigned to collaborate and assist school staff in coordinating guest speakers to address health topics related to the curriculum. Additionally, positions may serve as a liaison between the school and community by coordinating health activities between the home, school, and community. Positions at this level have the advanced knowledge to identify and understand the various developmental stages of children as well as recognize the diverse at-risk symptoms for referral to the appropriate school staff. Furthermore, knowledge gained through medical assisting coursework/degrees will support a School Health Assistant II in determining preventive measures of various illnesses, early detection, and correction of common health problems that may occur.

Supervision on clinical work is received from a RN who is responsible for the school health services in the school health complex. Administrative supervision is received by the principal at the assigned school. Strict adherence to the first aid manual and other program manuals and guidelines is required.

Grade Level Standards:

Level I: This is the entry level in the series. A position at this level performs work assignments with basic school health knowledge and skills to run a smooth and effective school health program. Data entry, processing, reviewing and monitoring of health documents in a computer system is required. Positions at this level receive close guidance and assistance from the assigned RN on clinical work to ensure correct methods and procedures are being followed.

Level II: In addition to providing health services and data processing responsibilities as described at the Level I, positions independently recognize and with consultative assistance provided by the assigned RN, provide information to assist parents/legal guardians, students, and staff with complex health issues that may arise in the school setting along with the normal daily health activities. Advanced knowledge in clinical or medical assisting is a requirement gained through a college degree, training and/or professional development in the related area. Positions at this level use independent discretion and judgment thus minimal guidance and assistance is received. Support from the assigned RN on clinical work is provided to ensure correct methods and procedures are being followed.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)***

Administers emergency first aid care to ill or injured students; takes temperature, permits students to rest in health room as necessary and periodically observes and talks to students to determine symptoms of illness; may administer oral and topical medications only in accordance with strict program guidelines (i.e. parental request, physician's order, RN's approval and school administration approval); as necessary, contacts parents or guardians of ill or injured students to inform them of their child's illness or injury; may call for ambulance service in emergencies; as directed by the RN, performs various health-related

screening tests on students such as hearing and vision screening tests, participates in health surveys of students, takes throat swabs in rheumatic fever surveys and takes height measurements and weights of students; completes appropriate records; refers health records of students which may indicate health problems to the RN; makes visual surveys of school buildings and grounds which may have contributed to the injury of the student and works with the RN and school principal to correct any hazardous conditions; may give basic health instruction to students; may orient and supervise volunteers to assist in conducting screening tests; may render emergency first aid care to school staff; administers CPR as necessary; maintains a clean health room, including adequate supplies and equipment; provides resource information to school staff when requested; recognizes various at-risk symptoms for referral to the appropriate staff; liaison between the home, school and community in collaborating health services/activities; coordinates health related speakers to aid with class curriculum when requested; disseminate and coordinate information to employees on wellness activities and/or events for staff member of the school at the discretion of the school principal; and advocate a positive and informative health and wellness program for the school.

Knowledge and Abilities Required:

Knowledge of:

Level I: Basic first aid and CPR; symptoms of common illness (especially in children through adolescence ages); the basic stages and problems of child and adolescent development; and computer word processing, data entry, and database management administered within the health program.

Level II: In addition to the basic knowledge gained at the level I, also includes knowledge of vaccine preventable diseases, required immunizations such as polio, measles, rubella, chicken pox, pertussis (whooping cough), hepatitis B, meningitis, mumps, tetanus, poliomyelitis, tuberculosis; illnesses such as asthma, diabetes; common childhood diseases such as allergies, conjunctivitis, eczema; appropriate developmental stages of children; and mental health, eating, and emotional disorders.

Abilities to:

Level I: Respond quickly and take appropriate emergency first aid action; administer CPR as necessary; operate a computer based health system; review and maintain various health documents; process and enter health records electronically; understand and follow oral and written instructions; speak and deal effectively with children, including adolescents; work effectively with others; learn to operate various health testing equipment used in health screening testing; write simple narrative reports; keep simple records and perform basic arithmetic.

Level II: In addition to the abilities required at the level I, also includes the ability to consult with the RN to support all students, parents/legal guardians, and staff with the overall health wellness program; respond to questions and share resource information about illnesses and diseases; coordinate activities between the school, home, and community; recognize at-risk symptoms for referral to the appropriate school staff; and work with students in dealing with subjects that surface in the various developmental stages.

Minimum Qualification Requirements:

Basic Education Requirements:

Possession of a high school diploma, or equivalent, which demonstrated the ability to read, comprehend and apply written instructions; and a high degree of verbal skill.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described below and in the amounts shown in the table below:

Class Title	General Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
School Health Assistant I	1	1	2
School Health Assistant II	1	2	3

General Experience: Work experience involving working with people. Such work experience must have required the individual to establish and maintain working relationships with others on a person-to-person basis and may have involved (cited examples are not meant to be all inclusive) observing and participating in or supervising the activities of individuals for medical or therapeutic purposes; counseling, screening or serving as an informational resource for people seeking assistance or for whom assistance is being provided; serving as an instructor, teaching assistant or group leader (e.g. girl/boy scout leader); working as a participant in a community service organization whose activities require the cooperative effort of a number of individuals for the attainment of group goals or participating in a community outreach or development program. This work experience may have been on a paid or volunteer basis and may have been on either a full-time or part-time basis but must have been continuous.

Furthermore, the work experience must have demonstrated the individual's ability to work independently with minimal supervision.

Specialized Experience: Work experience which demonstrates the possession of basic health knowledge and practices (e.g. personal hygiene, common sanitary practices, symptoms of common illnesses, etc.) and the ability to use a personal computer and/or data processing systems. Examples of experience which demonstrates the possession of the required basic health knowledge may include, but should not be limited to, personal experience as a homemaker involving child care, paid or volunteer experience as a children's day care center worker, work experience as a para-medical assistant or nurse's aide, a homecare facilities operator or other similar type of experience.

Substitutions Allowed:

1. Successful completion of bachelor's or associate's degree in nursing or related field at an accredited college or university may be substituted for one (1) year of the general experience and two (2) years of the specialized experience.

2. Successful completion of a community college program or its equivalent in medical assisting, human service, practical nursing or similar curriculum may be substituted for one (1) year of the required general experience and one (1) year of specialized experience.
3. Satisfactory completion of formal course work in health and personal hygiene, child care and home management or other similar courses which have included such topics as hygiene, health, sanitation, etc. may be substituted for one (1) year of the specialized experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

Certification Required:

All applicants (including registered nurses, licensed practical nurses, and all other health care providers who have completed a formal medical training curriculum) must possess both of the following:

1. Current certification in first aid; and
2. Current certification in child and adult cardio-pulmonary resuscitation at the time of employment.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is the first specifications for the new classes, School Health Assistant I and II, replacing the School Health Aide class of work.

SIGNED DATE: 5/19/17



Barbara A. Krieg

Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: JUL - 1 2017