

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Health Office Assistant  
**Job Group:** Union Support  
**Reports To:** Principal

**Summary:** Will work in multiple school health offices in Maple Run schools under the supervision of the School Nurse to perform a variety of duties. May perform basic first aid and administer medication according to state law and district procedures.

**Essential Duties and Responsibilities:**

1. Answers the phone, greets students and staff needing health office services.
2. Maintains confidential records and communication with respect to HIPAA, FERPA, and district policies.
3. Performs a variety of clerical work, including filing, photocopying, scanning, faxing.
4. Maintains electronic and written records, forms, and accounts. Accurately records, enters, verifies information.
5. Supports health office programming, including but not limited to hearing and vision screenings.
6. Supports school nursing staff related to COVID-19 including testing and communication with students, families, and school staff as appropriate.
7. Frequent use of electronic databases and technology including SNAP, Microsoft products, Gmail and Google Drive, PowerSchool Student Information System, and others.
8. May perform basic first aid and administer medications according to state law and district procedures and under the guidance of the School Nurse.
9. May perform other duties as assigned by school nurses or administrators.

**Supervisory Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school graduate or equivalent required. Two or more years related experience or training working with children in an educational, health care or child care setting. An Associate's Degree is preferred.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine correspondence using correct English usage, spelling and grammar is needed. Ability to speak clearly and effectively with parents, staff and students is required.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Technology Skills:** Must have an above average ability to learn and utilize new software programs as systems are upgraded. Typing 40 words per minute is required. Knowledge of Microsoft Windows applications.

**Other Skills and Abilities:** Ability to maintain confidentiality of information presented in various forms (written/oral) and the ability to demonstrate an understanding, patient, aware and receptive attitude work while receiving constant interruptions. Perform a variety of clerical skills with accuracy and speed. Some knowledge of childhood behavioral characteristics, growth and development is preferred. Ability to perform duties with awareness of all Supervisory Union requirements and School Board policies is essential.

**Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environment. Manual dexterity is required for filing, keyboarding and other related office duties.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside but will be expected to work at school locations throughout the Maple Run School District. The employee must be able to follow routines, meet deadlines with time constraints. The ability to willingly collaborate and contribute positively to maintain a productive and efficient office environment is essential. The noise level in the work environment is usually quiet.

**Terms of Employment:** Per ESP Master Agreement

**Evaluation:** Annually

**Date:** 9/12/22

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*