

Farragut Community School District

Health Associate Job Description

NATURE OF WORK

The employee identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The employee must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis.

ILLUSTRATIVE EXAMPLES OF WORK

- Conduct the activities of student health services at the facility assigned and act as a resource person for that facility
- Monitors compliance of school health program with federal, state and local laws, regulations and policies.
- Provides timely checks of head lice.
- Manages program allotment efficiently.
- Prepares health reports for supervisor, board of education and health department.
- Collaborates with other child-support agencies in designing and providing a school health program.
- Provides first aid care and medically prescribed services.
- Maintains security of school health supplies.
- Participate in health education and safety programs where it is deemed appropriate
- Review all student, faculty, and staff accident forms
- Provides staff development on health-related topics for school staff and volunteers.
- Screens and conducts health appraisals for students and staff.
- Provides follow-up evaluations on students as required.
- Recommends corrective action where problems are identified.
- Conducts home visits when appropriate, if approved by building principal.
- Corresponds with parents on health needs of children.
- Records immunizations, health findings, and other relevant health data.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of medical disorders and treatment.
- Considerable knowledge of child growth and development.
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
- Some knowledge of the school organization and the community served.
- Ability to identify abnormal growth and development and symptoms of disease.

- Ability to coordinate and facilitate services between the school, local health agency, and other community resources.
- Ability to develop and maintain health records on students.
- Ability to develop positive working relationships.

SUGGESTED TRAINING AND EXPERIENCE

Completion of training necessary for licensing as a registered nurse and experience in pediatrics and/or public health nursing preferred.

SUPERVISION

The employee shall be responsible for the supervision of all clinic volunteers and any other person who may be assigned to aid in the health services program.

REPORTS TO

The employee will report to the appropriate building principal for the needs of a student. Medical supplies and purchases are reported to the superintendent.

EVALUATION

Evaluation of the employee will be made by the administrative team at the district.