

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT I

BASIC FUNCTIONS:

Under the direction of, an assigned supervisor or designee and credentialed school nurse, staff will provide health services to students with specialized physical health care needs under the guidelines provided by credentialed school nurse or medical doctor; spends substantial portion of time caring for physical needs of students; when not attending to the specialized health care needs of assigned student(s), assist certificated employees in providing instructional and clerical support in a classroom or other learning environment. Health Assistant I positions are itinerant and may be assigned to different assignments throughout the school year based on student needs. Performs related duties as required.

ESSENTIAL FUNCTIONS:

Health Assistants may perform any combination of the essential functions listed below. Anyone position may not include all the duties listed nor do all the listed examples include all tasks which may be found in positions of this class.

Perform medical procedures according to established guidelines to ensure students' health and safety including, but not limited to, tracheostomy care, suctioning orally or via tracheostomy, oxygen monitoring, diabetic care and monitoring, seizure care and monitoring, catheterization, colostomy/ileostomy care, gastrostomy feeding and care, and activities of daily living, i.e. toileting routines, lifting, feeding, transfers, and using adaptive equipment.

Upon completion of training by the credentialed school nurse, dispense medication according to prescribed dosages; record medication and treatment given as required.

Administer emergency First Aid treatment for illnesses or injuries and contact credentialed school nurse, parents, or emergency facilities when appropriate for assigned student(s); remain calm in stressful situations.

Assist assigned students with physical needs per doctor orders and/or EGUSD care plan; identify/assess health needs of assigned student(s).

Communicate/confer with credentialed school nurse, parents, and appropriate school staff regarding student health status/needs.

Set up and maintain student's specialized health care binder as directed by credentialed school nurse.

Assist students with building self-esteem by providing proper examples, emotional support, and a friendly professional attitude.

Assist students to increase self-care routines as appropriate with the goal of increasing independence.

Oversee assigned students during playground activities to assure safe outdoor play; accompany students on a school bus as assigned for health care needs.

Under the direction of a credentialed school nurse, performs a wide variety of clerical duties in support of the school health office, including, but not limited to, maintenance of health records, preparation of reports, inventory of supplies, and assistance setting up health screenings.

Complete and maintain accurate records/logs of procedures and services provided.

When appropriate, assist staff in the instruction and supervision of individual or groups of students.

Maintain confidentiality of student information, including medical records and electronic records in the District's Student Information System.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

First Aid and CPR procedures (maintain certification).

Basic medical terms and procedures. Basic medical record keeping and filing.

Safe practices in classroom and playground activities.

Proper lifting techniques.

Emergency medical resources available in the community.

Basic medication administration and evaluation of medication side effects and related procedures as trained by school nurse.

Basic methods of cleaning and sanitizing students' medical equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Classroom procedures and appropriate student conduct.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform the basic functions of the position.

Reinforce instruction to assigned student(s) in support of the teacher(s).

Learn and apply appropriate medical methods and procedures within clearly defined guidelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Provide First Aid and CPR procedures.

Communicate effectively both orally and in writing.

Monitor, observe, and report student health status and progress according to approved policies and procedures.

Learn and apply appropriate medical methods and procedures within clearly defined guidelines.

Operate standard medical equipment.

Assist teacher to maintain a clean, safe, and orderly classroom environment.

Perform work with many interruptions.

Maintain routine records.

Maintain consistent, punctual, and regular attendance.

Establish and maintain cooperative and effective working relationships with others.
Effectively operate standard medical equipment.
Sit, stand, or walk for extended periods of time.
Bend at the waist, kneel, or crouch to assist students.
Effectively read a variety of materials and monitor student health.
Read and comprehend basic medical terms and directions.
Effectively communicate to exchange and understand information.
Reach overhead, above the shoulders, and horizontally.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or equivalent. One year of education or health profession experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency (American Red Cross or American Heart Association).

Employee Entrance Evaluation (strength test).

Personal transportation for job-related travel.

Willing and able to be trained and receive updated training in specialized health care procedures, equipment, and instructional and behavioral intervention techniques.

Willing and able to ride the bus with assigned student(s).

Willing and able to travel to multiple school sites in a day.

Participation in field trips that may require extended hours and/or days such as after school and/or overnight as needed.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor settings in and around classrooms, office, campus, playground, school bus and community environments. Constant interruptions.

HAZARDS:

Exposure to and possible contact with bodily fluids and/or blood borne pathogens. Abusive and potentially harmful outbursts from students.

BOARD APPROVED: July 21, 2026