

To apply: Email your resume, cover letter and license/certification information to Terri Smith at [tsmith@stcroixprep.org](mailto:tsmith@stcroixprep.org).

### **Health Office Assistant – St. Croix Preparatory Academy**

This position requires meeting the health needs of students according to district policies and school procedures under the guidance of the Licensed School Nurse.

#### **Main Job Tasks and Responsibilities**

- Assists, promotes, and protects the optimal health status of students.
- Works as a team member with Licensed School Nurse and school staff to help students obtain optimal physical, emotional, and social well-being necessary for learning.
- Assists with and administers first aid care and specialized treatment in accordance with established guidelines for ill, medically fragile, and injured students.
- Assists in the safe administration of medication as mandated by state law and district policy.
- Prepares and/or maintains documentation and reports necessary to carry out the activities of the school health room.
- Assists in maintaining all students' immunization information in accordance with legal and district requirements.
- Follows established procedures to ensure confidentiality.
- Assists with maintenance of order and discipline and a sanitary and safe environment in the health room.
- Obtain and maintain certification in First Aid and CPR. Attend other trainings as required.
- Perform other duties as assigned.

#### **Education and Experience**

- High School diploma, completion of G.E.D., or equivalent vocational school. Courses in CPR, First Aid, medication training.
- Basic computer skills required.
- No experience required; experience preferred in health field and/or school setting.

#### **Key Competencies**

- Verbal and written communication skills
- Professional personal presentation
- Information management
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance