



**Job Title:** **Substitute Health Assistant**

**Department:** Health and Wellness

**Reports To:** Principal for administrative duties  
Director of Health Services for health-related supervision

**Grade:** Hourly Grade 4 or hourly Grade 5 with one of the following certifications:  
(1) Registered Medical Assistant (RMA)  
(2) Certified Nurse Assistant (CNA)  
(3) Certified Medication Aid (CMA)  
(4) Licensed Practical Nurse (LPN)

**Number of Days:** 186 – 210, site based

**Overtime Status:** Non-exempt

**Last Revised Date:** August 20, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Works with students and the entire school community supporting health needs such as medication administration, first aid, immunization compliance, and workers compensation documentation, etc. Under the supervision of the Site administrator and Director

of Health Services. Assisted on site, as needed, by the assigned school nurse. Computer use for tasks such as email, submitting attachments, reports, online supply orders etc.

**Minimum Qualifications:**

**Education:**

- High school diploma or General Education Development certificate/diploma
- Preferred degree or certification in health-related field

**Experience:**

- Training, experience and/or certification in health-related field

**Specific Training/Skills:**

- Clerical skills with knowledge of standard office practices and procedures
- Typing, computer skills

**Other:**

- Must write legibly, basic command of English and Math
- Essential job behavior:
  - Dependable
  - Communicative
  - Coordinate
  - Cooperative
  - Responsive
  - Adaptable

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

**General:**

- Attend and complete professional development classes
- Maintain an adequate record of attendance and punctuality
- Show good judgment and demonstrate job responsibility
- Demonstrate initiative and dependability
- Demonstrate organizational skills, accuracy, and the ability to work independently and make decisions within assigned authority
- Practice effective use of time
- Familiar with district policies and procedures and perform duties according to established policies and procedures
- Present a professional image and attitude toward school nurses, students, parents, administrators, and other employees
- Assist others willingly
- Accept limitations of responsibility
- Maintain confidentiality of records and communications
- Maintain a professional appearance' observe dress code guidelines
- Answer telephone, provide information as appropriate, direct calls as appropriate
- Wear identification tag at all times

**Health Related:**

- Completion of orientation process as outlined, including medical terminology, medication, common health related school conditions, etc.
- Yearly First Aid/CPR certification

- Interview, measure vital signs (TPR and BP), height and weight; record information on health records
- Maintain clinic environment in orderly, clean fashion
- Maintain equipment and supplies
- Inventory and order health supplies and materials
- Schedule health appointments with medical consultant as appropriate
- Provide care for illness or injuries for students and staff occurring at assigned sites, in accordance with policies and procedures
- Perform assessment techniques and screening programs as directed
- Compile and maintain health records which includes confidentiality
- Maintain and use a variety of health record indexes, storage and retrieval systems
- Schedule appointments
- Transport, using wheelchair (if appropriate)
- Use medical terminology appropriately and demonstrate understanding of common childhood growth and development principles
- Observe and maintain OSHA Standards and blood and Blood borne pathogens and other applicable Federal and State regulations
- Assist with health education as needed, i.e., duplicating, distributing materials, arranging displays, bulletin boards, etc.
- Assist with other appropriate health-related activities as directed by the Director of Health Services, and/or site-based Administrator
- Assist school nurse as requested and follow delegation procedures/policies

**Clerical:**

- Maintain daily pupil attendance records as directed by school principal
- Check absentee records and follow up on children with frequent absences due to illness
- Prepare special reports as requested
- Assist with clerical duties as the school principal may direct when time permits from duties necessary to maintain the safe operation of the health clinic

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa*

*Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK  
74114-6131.*