

DEVERS INDEPENDENT SCHOOL DISTRICT

Announcement of Vacancy

July 9, 2015



Position: Health Assistant

Starting Date: August 17, 2015

Qualifications: Education/Certification:

- High school diploma or GED
- Certified by Texas Department of State Health Services to conduct vision, hearing and spinal screening
- CPR Certification

Special Knowledge and Skills:

- Possess strong assessment skills relating to student physical and emotional health
- Strong organizational, communication and interpersonal skills
- Ability to implement policies and procedures

Experience preferred:

- Two years nursing experience, preferably in community health

Major Responsibilities and Duties:

- Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures
- Serve as health advocate for students
- Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached)
- Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures
- Perform screening procedures as required by Texas Department of State Health Services, Texas Education Agency and district policy. Make referrals as necessary
- Develop and coordinate continuing evaluation of the campus health program and make changes based on findings
- Participate in development of campus health education and provide health support to individuals and groups
- Educate faculty and staff as needed on health related topics
- Provide health counseling and instruction to individual students
- Serve as health liaison between school, physicians, parents and community
- Assess student needs and make referrals as appropriate, Collaborate with students, teachers, parents, and principal to ensure the best outcome
- Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items
- Participate in assessment and reporting of suspected child abuse.
- Communicate regularly with principal, teachers, parents, food services and other staff regarding health service issues
- Review, evaluate and maintain current immunization records
- Compile, maintain and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students
- Ensure compliance with policies established by federal and state laws, Texas Dept. of State Health Services, Texas Nurse Practice Act, Texas Education Code, FERPA and Devers ISD board policy
- Report potential health and safety hazards to principal
- Requisition supplies and equipment needed to maintain clinic inventory
- Maintain certification in CPR, vision, hearing and spinal screening
- Model behavior that is professional, ethical and responsible
- Provide clinical procedural and medication administration training to campus staff that have been appointed by the principal to cover clinical duties when the health assistant is away

- Provide basic training to campus employees regarding Bloodborne Pathogens, Food Allergies, Recognizing the signs and symptoms of Anaphylactic Shock and Emergency AED use
- Comply with the District's Medicaid Reimbursement Program by participating in the School Health and Related Service (SHARS)
- Comply with District requirements of the SHAC program

Application Process:

Submit a resume and an application to:

Devers Independent School District

Attn: Elizabeth Harris, Superintendent/Principal

PO Box 488

Devers, TX 77538-0488

By mail or personal delivery to the Administration Office

*A submission of application does not guarantee that the applicant will be interviewed.
Only those chosen for an interview will be contacted.*

Application deadline: Until filled

Inquiries should be directed to Elizabeth Harris, Superintendent at (936) 549-7135 x116.

The Devers Independent School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law.