CENTRAL DEWITT
COMMUNITY SCHOOL DISTRICT
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Position Title: Health Associate
Classification: Classified Support Staff
Reports To: Licensed School Nurse (RN)
Work Schedule: School Year, as Assigned

Position Summary

The Health Associate supports student health, safety, and well-being by providing routine health services, responding to health concerns, and assisting with daily health office operations under the direction of the licensed school nurse. When student health needs permit, the employee may also provide general office and administrative support to the building or district.

Essential Duties and Responsibilities

Student Health Services

- Provide basic first aid and routine health assistance to students and staff within the scope of training and district procedures.
- Respond to student health concerns, including minor injuries, illness, and personal care needs, and refer matters requiring nursing judgment to the licensed school nurse.
- Administer medications and perform authorized health procedures in accordance with Iowa law, district policy, required training, authorization, delegation, and supervision.
- Support students with chronic health conditions, including diabetes, asthma, allergies, and seizure disorders, following individualized health plans and the nurse's direction.
- Recognize medical emergencies, initiate appropriate emergency procedures, and promptly notify the school nurse and designated personnel.

Health Office Operations

- Maintain accurate, confidential student health records and documentation.
- Monitor health office supplies, equipment, and inventory; maintain a clean, organized, and welcoming office.
- Assist with required health screenings and follow-up activities under the nurse's direction.
- Follow district procedures for infection prevention, communicable illnesses, and student health and safety.

General Office and Administrative Support

- Assist with clerical and administrative duties, including answering phones, greeting visitors, filing, data entry, copying, and other assigned office responsibilities.
- Provide additional support to building and district staff as needed, while prioritizing student health and safety.

Communication and Collaboration

- Communicate with parents/guardians regarding routine student health concerns, illnesses, and injuries in accordance with district procedures.

- Collaborate with the licensed school nurse, administrators, teachers, and other staff to support student needs.
- Assist with implementing individualized health plans, emergency care plans, and applicable student accommodations.
- Maintain confidentiality and professionalism in all interactions, and refer questions requiring clinical judgment to the licensed school nurse.

Required Qualifications

- High school diploma or equivalent.
- Current CPR, AED, and First Aid certification, or willingness to obtain certification upon employment.
- Ability and willingness to complete required training in medication administration, emergency response, and student-specific health procedures.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality, follow health and safety procedures, work effectively with students, families, and staff, and remain calm and exercise sound judgment during emergencies.

Preferred Qualifications

- Experience in a school health office, healthcare setting, or student support role.
- Certified Nursing Assistant (CNA), Medical Assistant, or related healthcare training.
- Experience supporting children with chronic health conditions or specialized healthcare needs.
- Familiarity with electronic student health records.

Professional Expectations

- Demonstrate care, patience, and respect toward students, families, and staff.
- Maintain professional boundaries and confidentiality.
- Follow district policies, established health protocols, and the direction of the licensed school nurse.
- Recognize the limits of the position and seek assistance when needed.
- Contribute to a positive, supportive, and student-centered school environment.

Physical Requirements

The position may require standing, walking, bending, lifting, and assisting students with mobility or personal care needs. The employee must be able to respond promptly to student health emergencies and perform assigned duties with or without reasonable accommodation.

Additional Information

The Health Associate is a non-licensed support position and may not independently perform nursing assessments, develop nursing care plans, or make clinical decisions reserved for licensed healthcare professionals. Medication administration and specialized healthcare procedures must comply with applicable Iowa law, district policy, and required training, authorization, delegation, and supervision.

This description outlines the general nature and responsibilities of the position and is not an exhaustive list of duties. Additional responsibilities may be assigned consistent with the employee's qualifications, training, and applicable law.