Job Description: Part-Time School Health Assistant

Job Title: School Health Assistant (0.5 FTE)
Reports To: Principal
Clinical Supervision: NMPED-Licensed School Registered Nurse
FLSA Status: Non-Exempt
Work Schedule: 20 hours per week, school-year calendar

Position Summary

The School Health Assistant supports the health, safety, and academic success of students at New Mexico School for the Arts (NMSA) by providing routine school health services, basic first aid, delegated nursing services, and administrative support for the school's health program.

Working under the administrative supervision of the Principal and the clinical direction and supervision of an NMPED-licensed School Registered Nurse, the Health Assistant assists with the implementation of student health plans, medication administration, health screenings, immunization compliance, and emergency response procedures.

The Health Assistant serves as an accessible and supportive resource for students and staff, promoting a safe, welcoming, and healthy school environment. All health-related duties are performed within the scope of the employee's training, demonstrated competency, applicable nursing delegation, and New Mexico law.

Essential Duties and Responsibilities

1. Student Health Services

- Provide basic first aid and routine care for students experiencing illness, injury, or other health concerns.

- Monitor students receiving care in the health office and communicate concerns requiring further evaluation to the School Nurse, parents/guardians, or emergency personnel, as appropriate.
- Assist students with chronic health conditions, including asthma, diabetes, severe allergies, and seizure disorders, in accordance with established individualized health plans and delegated responsibilities.
- Assist with medication administration, including emergency medications, when specifically authorized and delegated by the School Nurse and consistent with applicable law and school procedures.
- Perform additional nursing-related tasks only when appropriately delegated by the School Nurse and after required training and verification of competency.
- Recognize potential medical emergencies, initiate established emergency response procedures, and activate emergency medical services when necessary.

2. Health Records and Regulatory Compliance

- Maintain accurate, timely, and confidential student health records, including health office visits, medications, screenings, and parent communications.
- Assist with reviewing and tracking student immunization records, exemptions, and compliance with New Mexico school immunization requirements.
- Assist the School Nurse with required student health screenings, documentation, and follow-up.
- Support implementation of communicable disease prevention and infection control procedures, including appropriate notification and reporting through designated school personnel and public health authorities.
- Maintain health information in accordance with FERPA, applicable privacy requirements, and NMSA policies.
- Assist with preparation of health-related reports and documentation required by NMSA and applicable regulatory agencies.

3. Student Support and Collaboration

- Communicate professionally and compassionately with students, parents/guardians, school personnel, and healthcare providers regarding student health needs.
- Assist with implementation of health-related accommodations and services identified in Individualized Education Programs (IEPs), Section 504 plans, and individualized healthcare plans.
- Participate in student support meetings when requested and appropriate to the position.

- Refer students experiencing physical, emotional, or mental health concerns to the School Nurse, school counselor, Principal, or other appropriate personnel.
- Support health education, wellness initiatives, and preventive health practices as directed by the School Nurse or school administration.

4. Health Office Operations and School Safety

- Maintain a clean, organized, adequately stocked, and functional health office.
- Monitor and maintain inventories of first aid supplies, personal protective equipment, and other approved health-related materials.
- Follow established procedures for medication storage, security, inventory, and documentation.
- Assist with implementation of school emergency response plans, including procedures for medical emergencies, injuries, allergic reactions, and other health-related incidents.
- Follow applicable infection prevention, bloodborne pathogen, and workplace safety procedures.
- Coordinate with designated school personnel to support student health needs during school activities and events, as assigned and within authorized responsibilities.
- Perform other related duties as assigned by the Principal, consistent with the position's qualifications, licensure, and authorized scope of practice.

Required Qualifications

- High school diploma or equivalent.
- At least 18 years of age.
- Current NMPED School Health Assistant License (PreK–12), or eligibility to obtain the appropriate license in accordance with NMPED requirements.
- Current CPR certification that includes hands-on skills demonstration.
- Current First Aid certification.
- Completion of the New Mexico Department of Health and NMPED-approved School Health Assistant training, or eligibility for a temporary license while completing this requirement.
- Successful completion of a local orientation related to assigned duties, facilitated by an NMPED-licensed School Registered Nurse.
- Successful completion of required background checks.
- Ability to maintain required licensure, certifications, and professional training throughout employment.

Preferred Qualifications

- Experience providing health services in a school, healthcare, or adolescent-serving environment.
- Experience supporting students with chronic medical conditions and individualized health plans.
- Familiarity with school medication administration procedures, health screenings, and immunization requirements.
- Proficiency with electronic student records, including PowerSchool or comparable student information systems.
- Strong organizational, documentation, and communication skills.
- Bilingual proficiency in English and Spanish.

Required Knowledge, Skills, and Abilities

- Knowledge of basic first aid, CPR, infection prevention, and emergency response procedures.
- Understanding of the role and limitations of a School Health Assistant, including the requirement for appropriate nursing delegation and supervision.
- Ability to recognize health concerns requiring referral to a licensed healthcare professional.
- Ability to maintain accurate records and protect confidential student information.
- Ability to interact effectively and respectfully with adolescents from diverse backgrounds.
- Ability to remain calm, exercise sound judgment within established protocols, and respond appropriately during emergencies.
- Ability to manage multiple responsibilities, prioritize student needs, and work collaboratively with school personnel.
- Proficiency with standard office technology and electronic recordkeeping systems.

Working Conditions and Physical Requirements

- Work is performed primarily in a school health office and other areas of a high school campus.
- Regular interaction with students, staff, families, and healthcare professionals.
- Potential exposure to infectious illnesses, bodily fluids, and other health-related hazards, with appropriate safety precautions and protective equipment.

- Requires the ability to stand, walk, bend, reach, and respond promptly to student health emergencies.
- May require occasional lifting, positioning, or physical assistance with students, using appropriate assistance and safe handling procedures.
- Requires the ability to communicate effectively in person, by telephone, and through electronic systems.

Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

Scope of Practice and Professional Accountability

The School Health Assistant is not independently authorized to practice nursing. Nursing assessment, diagnosis, clinical judgment, development and evaluation of nursing care plans, and decisions regarding delegation remain the responsibility of appropriately licensed nursing personnel.

The Health Assistant shall perform delegated nursing tasks only when authorized by the supervising School Registered Nurse and after appropriate training and verification of competency. Administrative assignments shall not supersede clinical requirements or limitations established by applicable law and nursing delegation.

Performance Evaluation

Performance will be evaluated based on the employee's effectiveness in providing safe and appropriate student health services, maintaining accurate and confidential records, complying with applicable procedures, communicating professionally, supporting student well-being, and fulfilling assigned responsibilities.

The Principal is responsible for the employee's administrative evaluation, with input from the supervising School Registered Nurse regarding clinical competencies and performance of delegated health services.

General Statement

This position description outlines the general nature and level of responsibilities associated with the position. It is not intended to be an exhaustive list of duties or requirements. NMSA may modify assigned responsibilities based on school needs, provided that duties remain consistent with applicable laws, licensure requirements, and professional scope of practice.

New Mexico School for the Arts is an equal opportunity employer and provides reasonable accommodations in accordance with applicable federal and state laws.