

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

8F.766

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Class Specifications for the:

Health Assistant

Duties Summary:

Delivers health room back-up coverage and data management across the complex area/district, while providing essential clerical support. Maintains consistent school-level health room staffing, supports professional development for school-based care, ensures accurate record-keeping, and facilitates feedback across the tri-level system to improve coordination between school, district and state offices.

Distinguishing Characteristics:

This class is distinguished by maintaining seamless operations as a secondary health assistant, independently providing emergency first aid and administering an efficient health and wellness program that promotes student health and educational success. The position facilitates communication with parents and staff regarding student wellness and medical concerns while maintaining secure digital health records and a clean, organized health room.

At the direction of the state office, positions perform moderately complex clerical duties involving standard routines on a regular or rotational basis. Health Assistants support health-related tests, review and maintain physical examination records (i.e., Student Health Record Form 14). Positions enter data into computer-based systems (i.e., SIS Infinite Campus), and identify non-compliant students for follow-up by the Department of Health. Medication administration may be required in accordance with strict program guidelines (i.e., parental request, physician order, Registered Nurse (RN), and school administration approval).

The Health Assistant supports students, parents/legal guardians, and staff by responding to inquiries and participating in training related to health concerns such as chronic conditions, disorders, illnesses, and diseases. Applying knowledge of child development, the position identifies at-risk symptoms and refers students to appropriate staff. Clinical work is supervised by an RN responsible for school health services within the complex. Strict adherence to health room procedures and program guidelines is required.

Standards

Positions are assigned to a specific school or district/complex area by the School Health Section (SHS) to independently manage daily school health activities, data processing, and complex health issues for students, staff, and guardians, consulting with an assigned RN when necessary. Requiring advanced clinical or medical assisting knowledge (via a degree, training, or professional development), individuals exercise independent discretion with minimal direct supervision. However, the assigned RN provides clinical oversight to ensure procedural compliance.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provides emergency first aid and CPR to ill or injured students and staff; assesses immediate health needs (e.g., taking temperatures, observing symptoms, allowing rest); and contacts parents or coordinates emergency medical services when required.
2. Administers oral and topical medications strictly in accordance with approved protocols, including parental requests, physician orders, RN approval, and school authorization.
3. Assists the RN with student health screenings (vision, hearing, height/weight, throat swabs) and health surveys; identifies and promptly refers at-risk symptoms or health concerns to the RN and appropriate staff.
4. Maintains the health room in a clean, safe, and well-stocked condition; conducts safety checks of school facilities and grounds to report hazards and coordinate corrective actions with the RN and principal.
5. Maintains accurate and confidential student health records while proactively reporting potential health trends or concerns to the RN.
6. Serves as a liaison between home, school, and community health resources; promotes overall school wellness; and provides basic health instruction and guidance to students, families, and staff.
7. Assists with health education, disease and outbreak monitoring, and distributing related health guidance to the school community.
8. Collects, organizes, and maintains administrative data related to School Health Assistant staffing (including payroll, training, leave, medical, and enrollment records) while supporting SHS and RN program initiatives.

Knowledge and Abilities Required:

Knowledge of: Basic first aid and CPR for adults and pediatrics; symptoms of common illness (especially in children through adolescence ages); the basic stages and problems of child and adolescent development and mental health, eating, and emotional disorders; vaccine preventable diseases, required immunizations such as polio, measles, rubella, chicken pox, pertussis (whooping cough), hepatitis B, meningitis, mumps, tetanus, poliomyelitis, tuberculosis; illnesses such as asthma, diabetes; common childhood diseases such as allergies, conjunctivitis, eczema; and computer word processing, data entry, and database management administered within the health program.

Ability to: Respond quickly to medical emergencies and administer first aid or CPR as necessary; recognize at-risk symptoms for referral to the appropriate school staff while assisting students through various developmental stages; operate computer-based health systems to efficiently process, enter, and maintain electronic health records; complete basic arithmetic, keep accurate records, and write simple narrative reports; understand and follow oral and written instructions precisely; learn to operate various health screening and testing equipment; consult and collaborate with the RN to support students, parents, and staff with the overall health and wellness program; respond to inquiries and share resource information regarding illnesses and diseases; coordinate key health activities between the school, home, and community; and work effectively with colleagues while communicating sensitively and successfully with children and adolescents.

Minimum Qualification Requirements:

Education Requirements:

Graduation from high school or equivalent.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have the kind, quality and amount of progressively responsible experience described below.

General Experience: One (1) year of continuous, paid or unpaid, full- or part-time experience working with people. Such work experience must have required the individual to establish and maintain working relationships with others on a person-to-person basis and demonstrated the ability to work independently with minimal supervision. Cited examples are not meant to be all inclusive, but the experience may have involved observing and participating in or supervising the activities of individuals

for medical or therapeutic purposes; counseling, screening or serving as an informational resource for people seeking assistance or for whom assistance is being provided; serving as an instructor, teaching assistant or group leader (e.g., scout leader); working as a participant in a community service organization whose activities require the cooperative effort of a number of individuals to attain group goals; or participating in a community outreach or development program.

Specialized Experience: Two (2) years of work experience which demonstrates the possession of basic health knowledge and practices (e.g., personal hygiene, common sanitary practices, symptoms of common illnesses, etc.) and the ability to use a personal computer and/or data processing systems. Examples of experience which demonstrates the possession of the required basic health knowledge may include, but should not be limited to, personal experience as a homemaker involving child care, paid or volunteer experience as a children's day care center worker, work experience as a para-medical assistant or nurse's aide, a homecare facilities operator, or other similar type of experience.

Substitutions Allowed:

1. Successful completion of bachelor's or associate's degree in nursing or related field at an accredited institution recognized by the Hawai'i State Department of Education may be substituted for one (1) year of the general experience and two (2) years of the specialized experience.
2. Successful completion of a one-year community college program or its equivalent in medical assisting, human service, practical nursing or similar curriculum may be substituted for the required general experience and one (1) year of specialized experience.
3. Satisfactory completion of formal coursework in a Med-Assist program, CNA Certificate Program, EMT Certification, or other training health and personal hygiene, child care and home management, or other similar courses which included such topics as hygiene, health, sanitation, etc. may be substituted for one (1) year of the specialized experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

License and Certification Requirements:

Applicants must possess the following at the time of appointment:

1. Valid license to drive in the State of Hawai'i.
2. Current certification in adult and pediatric first aid.
3. Current certification in adult and pediatric cardio-pulmonary resuscitation.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirement:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new class, HEALTH ASSISTANT.

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Sean Bacon (Aug 13, 2026 09:17:07 HST)

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