

Job Description

Job Title: **Health Aide SUBSTITUTE**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **February 16, 2011**

Job Code: **1254S**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 15**
 Typical Work Year: **as needed**

SUMMARY: Provide health care to students needing basic first aide, dispense medication as delegated by a District R.N. and requested by a health care provider and parent. Evaluate ill students and contact parents as needed. Provide care in emergency situations and contact when necessary. Record health concerns, immunization and emergency information in the district's student information system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide basic first aid, monitor illness and injury and notify parents of concerns. Contact 911 in emergency situations.	D	40%
2. Record daily log of use of clinic and daily duties. Record and update health concerns, medication, and emergency information in student information system and student health files. Administer and record dates and times of medications given, following District Medication Administration Policy.	D	30%
3. Complete screening information and review health information following the guidelines established by District RN as required by the state on all special education students Individual Education Plans (IEP's) and complete information in the district computer program.	M	10%
4. Provide staff with student health concerns and emergency information as necessary and appropriate.	W	5%
5. Update immunization records and enforce state immunization requirements.	M	5%
6. Organize and complete vision and hearing on students as required by the state. Enter screening data in student health files.	A	5%
7. Perform other job-related duties as assigned including cleaning clinic, maintaining equipment, ordering supplies, compiling and preparing reports.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of two years experience in healthcare, working with school-age children, or a combination thereof.
- Experience in health care preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications required within 30 days after entering position.
- Must successfully complete the Adams County BOCES Safety Training Class within 30 days of entering position.
- District R.N. medication and procedure delegation required within 3 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic health screening equipment required within one month after entering position.
- Operating knowledge of disinfectants required.
- Basic operating knowledge of district student information systems required within 3 months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Building Principal, Assistant Principal, Nurse	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	