

## Job Description

Prepared/Revised: July 2018

Job Title: **Health Aide**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **1254**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G16**

**SUMMARY:** Provide health care to students who require basic first aid, administer medication, and perform medical procedures and tasks as delegated by a District R.N. and as requested by a health care provider and parent. Evaluate ill or injured students and notify parents as needed. Provide care in emergency situations and call parents or emergency personnel when necessary. Record health concerns, immunizations, daily health office visits in the district's computerized 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 Task Descriptions  | Frequency | % of Time |
|--|-----------|-----------|
| 1. Provide basic first aid, daily medications, monitor illness and injury and notify parents of concerns. Contact 911 in emergency situations. Administer medication and perform procedures as delegated by the District RN. These medical procedures may include, but are not limited to: bladder catheterization, gastric tube feeding, nebulizer treatments, insulin injections, Epi-pen injections, rectal Diastat medication, Glucagon injection and toileting. Provide comprehensive care of students with diabetes according to the health care plan. | D         | 40%       |
| 2. Record daily health office visits, medications administered and health concerns in the district's computerized student information system and medication log book. Maintain student health files, purge health files appropriately, and record and file yearly student health updates. Complete and process all accident and head injury reports, track student concussions and send out concussion/head injury notification as instructed by the District RN.  | D         | 30%       |
| 3. Gather and provide student health information to the District RN following the guidelines as required by the state on all special education students Individual Education Plans (IEP's). Provide staff with yearly and as needed updated health concerns list, communicate with the District RN, parents, and school personnel regarding student health related concerns.   | M         | 10%       |
| 4. Maintain CPR and First Aid certifications. Attend yearly trainings/reviews including diabetes review, medication administration, Diastat/seizure training, and Epi-pen training. Duties also include attending scheduled Health Services meetings.  | W         | 5%        |
| 5. Maintain immunization records per state immunization requirements, send out immunization warning and exclusion letters as needed, contact parents as needed, monitor immunizations in process, and use the state immunization data base for state compliance.   | M         | 5%        |
| 6. Organize and complete mass vision and hearing screenings on students as required by the state, and complete all vision and hearing rescreens including new students to the district, students with IEPs and students referred by staff. Enter in all screening results into computerized information system, send out vision and hearing referrals and complete follow-ups on referral tracking form, and communicate with the district RN and student outreach program for appropriate resources.  | A         | 5%        |
| 7. Perform other job-related duties as assigned including cleaning health office, maintaining equipment, ordering supplies, compiling and preparing reports, communicating with administration regarding attendance issues, and attending field trips for children with medical concerns as assigned and delegated by District RN.   | Ongoing   | 5%        |
|  | Total     | 100%      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Minimum of two (2) years of experience in healthcare, working with school-age children, or a combination thereof.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- CPR and First Aid certifications required within 30 days after entering position

- District RN Medication and Procedure Delegation and Health Aide training required before start of duties in a school health office

**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, District 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 universal precautions, 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, email, 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 three months of entering position

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>   | <b>JOB CODE</b> |
|--------------------|---|-----------------|
| <b>Reports to:</b> | Building Principal, Assistant Principal, District RN, Health Services Coordinator | various         |

|                        | <b>POSITION TITLE</b>                                | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|--|-----------------------|-----------------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                       |                 |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ability to order supplies within budget for the health office

**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.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                 |                 |

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |
|--------------------------|-----------------------|
|                          |                       |

|                      | 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    |                |