

SCHOOL HEALTH AIDE

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Current First Aid and CPR certification from an approved provider
- Two years of work experience as a health assistant, personal care technician, teacher assistant with medically fragile students, physician's office, or other equivalent experience in the medical profession
- Prior experience with physically/medically challenged children
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience in a school setting working with children or adolescents
- Knowledge and understanding of socioeconomic diversity
- Bilingual skills
- Knowledge of body mechanics and body physiology

SUMMARY

Administers first aid and prescribed medical care to students. Defers care to the Principal, Case Manager, Director of Health Services or other skilled health technician when situations arise that are outside of his/her scope of responsibility.

Reports to: School Principal and Director of Health Services

ESSENTIAL FUNCTIONS

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
- Administers and records medications in accordance with District policy. Consults references or the Director of Health Services or Case Manager to ensure a working understanding of medications that are administered
- Takes and records vital signs.
- Administers vision screenings and other screenings, as directed.
- Maintains computerized listings of immunizations, chronic health conditions, daily visits and health screenings for each student.
- Completes state reports on immunization and vision screenings. Files monthly health report with the Director of Health Services
- Reports observations to the Principal, Director of Health Services, Case Manager and/or Child Protective Services, when appropriate
- Attends monthly in-services
- Maintains updated CPR/First Aid
- Provides social services information and referrals, as necessary. Works with District personnel to ensure that home needs are met
- May be required to perform specialized procedures, after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management



SCHOOL HEALTH AIDE

- Facilitates sending ill or injured students home or to appropriate facilities
- Responsible for writing and filing employee accident forms; refers injured employees for appropriate medical treatment; works with the District Human Resources office to coordinate documentation and investigation of workplace accidents
- Assists District Human Resources with the training of staff on OSHA mandated Blood borne Pathogen Exposure Control Plan and the District's Ozone Advisory Day Program
- May attend, or chair, site's safety committee. May also represent the site at District safety meetings
- May accompany students to school camp and meet the health needs of students under somewhat primitive conditions
- Maintains a clean, organized health office
- Exhibits patience, courtesy and tact when dealing with students, parents and the community
- Exhibits empathy when caring for disabled persons and injured/ill students
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, pull and occasionally carry up to 20 pounds