

WISEBURN SCHOOL DISTRICT

HEALTH AIDE-CLERK

DEFINITION

Under general supervision, to provide first aid service to school children; to perform a variety of clerical work; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The duties of a position assigned to this class involve the application of accepted first aid methods in a school health office. Following initial instruction and within the scope of assignment, an employee in this class is expected to exercise judgment and discretion in handling problems than may arise.

EXAMPLES OF DUTIES

- Provides first aid services to school children who are hurt or become ill at school. **E**
- Takes and records temperatures. **E**
- Applies bandages and ice packs to cuts and bruises. **E**
- Contacts parents and district nurse, if necessary. **E**
- May transport school child home, if needed. **E**
- Establishes and maintains individual health records for each student. **E**
- Records current information on physicals, screening, medications, serious illnesses, and dental checkups. **E**
- Sets up and maintains daily medication schedule of children receiving medication at school following prescription directions. **E**
- Sets up and maintains first aid kits in each classroom in school assigned. **E**
- Provides information to school and instructional staff on particular student health problems. **E**
- Assists the district nurse with the clerical details in scheduling school visits, physicals, immunizations, health education films, and dental examination. **E**
- Maintains lists of special health problems and prepares health record worksheets for each home room class to be visited by the district nurse. **E**
- Maintains health office in clean and orderly condition. **E**
- Maintains routine records and prepares simple reports on health office activities. **E**
- Orders necessary health office supplies. **E**
- Assists school secretary and clerk, as needed.
- Performs related duties as assigned.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990

LICENSE REQUIRED

- Possession of a valid First Aid certification comparable to the standard Red Cross First Aid Certificate.
- Possession of a valid Cardiac Pulmonary Resuscitation (CPR) certification.
- Possession of a valid and appropriate California Driver's License.

DESIRABLE QUALIFICATIONS

Interest in and concern for the welfare of boys and girls is essential.

Personal qualifications should include:

- Neatness in grooming and dress.
- A sense of humor.
- Emotional stability.
- The ability to work well with others.

Knowledge of:

- First aid procedures and practices; including cardiac pulmonary resuscitation (CPR).
- Child growth and development.
- Modern office procedures and equipment.
- Correct English usage, spelling, grammar and punctuation.
- Computers.
- A second language.

Ability to:

- Provide first aid, as necessary.
- Perform clerical work of average difficulty.
- Compile and maintain accurate and complete student health records.
- Type at a speed of 50 words per minute.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Maintain the confidentiality of information related to individual pupils, parents and other employees.
- Understand and carry out oral and written instructions.
- Understand and speak Spanish.

Experience - One year of general clerical experience, preferably performing duties similar to those described above.

Education - Equivalent to completion of twelfth grade. A high school diploma is desirable.

WORKING CONDITIONS

Environment:

School office environment.

Physical Abilities:

Vision (which may be corrected)

to read labels on medication and to distinguish shades of color to evaluate skin rashes, etc..

Hearing (which may be corrected)

to respond to student questions and communicate with parents, medical service and CPS..

Speech

to communicate with students, parents, teachers and emergency services and CPS, and to talk to students regarding symptoms.

Dexterity of hands and fingers

to operate office equipment and to handle and work with various materials and objects which are important in this job.

Standing extended periods of time

to evaluate students and administer first aid.

Strength

to lift, push, pull and carry objects which may weigh as much as 50 lbs. on an occasional basis to administer first aid.