

WISEBURN UNIFIED 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.

REPORTS TO: School Principal or designee

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 that 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
- May assist or perform toileting and diaper changes. E
- Contacts parents and district nurse, if necessary. 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.

DESIRABLE QUALIFICATIONS:

Interest in and concern for the welfare of students 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 cardiopulmonary resuscitation (CPR). Child growth and development.
- Modern office procedures and equipment.
- Correct English usage, spelling, grammar and punctuation.
- Use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- 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 and/or Licensure:

Possession of a valid First Aid certification comparable to the standard Red Cross First Aid Certificate. Possession of a valid Cardiopulmonary Resuscitation (CPR) certification. Possession of a valid and appropriate California Driver's License. A high school diploma or its equivalent.

WORKING CONDITIONS:**Environment:**

School office environment

Physical Abilities

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|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 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 respond to student questions and communicate with parents, medical service and CPS, and talk to students regarding symptoms |

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|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 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 |
| Sitting for prolonged periods of time | to evaluate students and administer first aid |
| Strength | to lift, push, pull and/or carry objects which may weigh as much as 50 lbs. on an occasional basis to administer first aid. |

Revised: December, 2021

Approved: 08/17/2022