

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HEALTH CARE ASSISTANT

QUALIFICATIONS:

1. Current CPR/AED and First-Aid Certification
2. Current Medication Administration Certification
3. Good communication skills, verbal and written
4. Ability to work with students, faculty, and general public in a diplomatic, friendly, and efficient manner
5. Desire to work with children/adolescents in the school setting
6. Ability to work in emergency situations in a calm manner
7. Ability to maintain student/staff confidentiality according to FERPA standards

REPORTS TO: Designated School Nurse and/or Director of Nursing and/or Building Principal

JOB GOAL: The health care aide will assist the school nurse in providing care to students and staff and promoting a climate of health and well-being in the District schools. The aide will serve under the guidance and direction of a licensed professional nurse

PERFORMANCE RESPONSIBILITIES:

Performs the following duties under the direction of the building nurse

1. Assists nurses in maintenance of health records of students
2. Assists nurses in maintenance of emergency information
3. Assists nurse with screenings programs
4. Assists students and or staff with illness and injuries as directed by the supervising nurse
5. Assesses vital signs, including temperature, pulse rate, blood pressure, respiratory rate, and pulse oximetry
6. Assists students with hygiene concerns
7. Administers medications as directed by the supervising nurse in accordance with District Policy
8. Documents in the students electronic health record
9. Performs other duties as directed by the supervising nurse

PHYSICAL DEMANDS: Must be physically able to push, pull, or lift a minimum of 50 pounds, to stoop or bend, to respond to emergencies in a timely manner to any location on the school campus, including playground, practice fields, and school buses, and to perform CPR on a student or adult

TERMS OF EMPLOYMENT: 182 days

TYPE OF POSITION: Non-Exempt

EVALUATION: Director of Nursing

APPROVED BY SCHOOL BOARD: 6/23/2022