

## Job Description

Prepared/Revised: October 2023

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

**Job Code:** 1274  
**FLSA Status:** Non-Exempt  
**Shift Differential:** No  
**Pay Range:** G08

**SUMMARY:** Provide health care to students who require basic first aid, administer medication, and perform medical procedures and tasks as delegated by a district Registered Nurse (RN) and according to district policy. Evaluate ill or injured students, provide care in emergency situations, and call parents or emergency services when necessary. Record health concerns, immunizations, and daily health office visits in the district's student information technology system. Provide direction to health aides through one-on-one mentoring and provide individualized training to employees at multiple school sites. Organize and assist with immunization compliance and mass vision/hearing screenings. Provide coverage and support to school health offices as needed.

**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. Frequency and percentage of time may vary by building assignment.*

Job Tasks	Frequency	% of Time
1. Regularly cover health offices and perform Health Aide responsibilities and duties as necessary, including:  Provide basic first aid, daily medications, monitor illness and injury, and notify parents of concerns. Contact 911 in emergency situations. Administer medication and may perform procedures as delegated by district RN and according to student health care plans. These medical procedures may include, but are not limited to bladder catheterizations, gastric tube feedings, nebulizer treatments, insulin injections, Epi-pen injections, rectal medications, Glucagon injections, and toileting. Provide comprehensive care of students with diabetes.  Record daily health office visits, medications administered, and health concerns in the district's student information technology system and medication logbook. Maintain student health files, purge health files appropriately, and record and file yearly student health updates. Compile and prepare reports. Complete and process all accident and head injury reports, track student concussions, and send out concussion/head injury notification as instructed by district RN. May need to clean health office, maintain equipment, order supplies, compile and prepare reports.	D	60%
2. Responsible for ensuring the maintenance of immunization records, at multiple assigned school sites, per state immunization requirements, send out immunization warning and exclusion letters, contact parents, monitor immunizations in process, and use the state immunization database for state compliance. Responsible for pulling weekly reports on immunization compliance for multiple assigned school sites, to ensure locations are achieving high compliance rates.	M	10%
3. Lead the organization and completion of mass vision and hearing screenings on students as required by the state, at multiple assigned school sites. Complete all vision and hearing rescreens including new students to the district, students with IEPs, and students referred by staff. Record all screening results into the district's student information technology system. Collaborate with health aides to send out vision and hearing referrals, and verify follow-ups have been completed.	M	10%
4. Responsible for providing direction to health aides through one-on-one mentoring and individualized training at multiple school sites. Assess the need for and follow up with additional training as needed.	M	5%
5. Record and monitor student health files in the district's student information technology system. Communicate with district RNs, parents, and school personnel regarding student health-related concerns. Communicate with district RN and student outreach programs for appropriate resources.	M	5%
6. Maintain CPR and First Aid certifications. Attend regular trainings/reviews including diabetes review, medication administration, seizure training, and Epi-pen training. Attend all scheduled Health Services meetings.	M	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
<b>Total =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Minimum of three (3) years of experience in a health care setting, working with school-age children, or a combination thereof.
- Experience working in a lead or supervisory capacity preferred

**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:**

- Ability to travel frequently among District locations
- Problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- 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 engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Microsoft Excel, and Google applications.
- 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>	Health Services Coordinator	070417

	<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:**

- Orders 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 and fingers to handle and/or feel				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	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	