

# LYON COUNTY SCHOOL DISTRICT

## School Health Aide (SHA)

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**Job Group:** –Specialized or Technical

**Classification:** Classified

**Terms of Employment:** 9 Months or 197 Days, Grade 24 on Classified Salary Schedule

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under general supervision of the Chief Nurse. Administers first aid to injured and ill students; with training by the Chief Nurse, performs delegable nursing services for students according to the Nevada School Nurse Regulation and Advisory Opinion, NRS Chapter 632; notifies the Chief Nurse, appropriate school authorities, parents/guardian or designee in the event of changes in student health condition, maintains student health status, maintains student health and immunization records. Follows all Student Health Services policies/procedures for all student health-related issues.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Renders first aid to injured and ill students according to Student Health Services policies and standards of American Heart Association or American Red Cross.
2. Administers CPR in cases of a life threatening emergency, cardiac or respiratory arrest and be able to work quickly and effectively in stressful and emergency situations.
3. After being trained as a “qualified person” by the Chief Nurse, assists students with medication as prescribed by a physician and approved by a parent/guardian following safe and reliable medication procedure.
4. Conducts basic vision and hearing screening for students.
5. Monitors and audits student immunization records for school required immunization compliance.
6. Under the direction of the Chief Nurse, implement a written health care plan for students receiving direct nursing services and assist in implementing the IEP of students with Special Services and ensuring to stay in compliance of such health plan
7. Maintain accident and illness documentation for each student assisted in the Health Office.
8. Maintain timely and accurate records in Student Information System.
9. Perform periodic maintenance checks of the site’s Automated External Defibrillator (AED).
10. Maintain health office area in a neat and clean manner and maintain sufficient stock of health office supplies.
11. Work professionally and collaboratively with administration, staff, parents, and community.
12. Assists in all the health care needs of student/staff as required.
13. Participate in other job-related duties and activities related to the position as assigned.

### **POSITION EXPECTATIONS:**

1. Demonstrate knowledge, skill, and ability to provide instruction in a classroom.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Participate as collaborative member with other faculty and staff.
4. Maintain accurate and complete records as required by law and district policy.
5. Maintain and improve professional competence through continued education and in-service.
6. Communicate professionally and effectively in written, oral, and non-verbal terms.
7. Provides resources and health counseling to students, families and school staff.
8. Ability to appropriately handle stress and interact with others including supervisors, coworkers, clients, and customers.
9. Regular and consistent punctuality and attendance are essential functions of the job.

**LICENSES AND CERTIFICATIONS:**

1. Possession of a current Heartsaver + AED CPR card from the American Heart Association.
2. Must possess a valid Nevada Driver's License and be able to operate a district vehicle.

When applying for a classified position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, stand, and perform physical activity for extended periods of time as applicable. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may frequently be required. Heavy lifting (25 pounds or more) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:**

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work on equipment and/or machinery that poses inherent risks. May involve work in crowded environments.

**Hazards:** Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:	X			

50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_