



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** HEALTH AIDE

**REPORTS TO:** Assistant Principal

**SITE:** All Schools

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** SDO + 10 Days

**SALARY:** Range 40 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** 11/12/2020

---

#### **JOB SUMMARY:**

Under the general supervision of the Assistant Principal and at the direction of the Student Health Coordinator, the Health Aide supports students' health needs in accordance with State laws and District regulations. This position provides health tasks that do not require licensing. Additional duties performed by this position include, but are not limited to, a variety of clerical and technical duties related to California State mandated health screening programs, including obtaining and maintaining student health records, referrals and reports, and monitoring and implementing District policies as they relate to health-related issues. This position performs other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Respond to student health issues and problems; care for and monitor ill and injured pupils; and take and record temperatures.
2. Administer first aid to students per school health guidelines and maintain a log of student Health Office visits; transport students to the office by wheelchair, as needed. Assist in arranging transportation of ill or injured students as directed. Document per school guidelines.
3. Respond to emergencies; perform first aid procedures and CPR, as needed. Under the direction of the Student Health Coordinator, administer emergency medication according to physician instructions and established guidelines; and document and maintain records.
4. Notify parents, staff, Student Health Coordinator, and paramedics as appropriate.
5. In coordination with the Student Health Coordinator, athletic trainer, and a site administrator, process athletic clearances, paperwork and processes related to concussive injuries that occur through school/school activities or outside school.
6. Maintain locked medicine cabinet containing student medications and student medical supplies.
7. Support the health needs of students who are chronically ill:
  - Compile and update Health Problems list including list of immunosuppressed students whose parents must be notified in case of chicken pox or other communicable disease in school.
  - Under the direction of the Student Health Coordinator, assist students to receive medications or administer medication per physician orders and document as needed.
  - Under the direction of the Student Health Coordinator and after training, assist with or perform specialized physical health care procedures that may include but are not limited to blood glucose monitoring and administration of emergency medications (Glucagon injection, Epinephrine Auto-Injector (EpiPen), Dias tat). Document and maintain records.
  - At the end of each school year, send health forms that need to be renewed annually to parents of incoming 9<sup>th</sup> graders and those whose students are returning the next year.
8. Serve as a liaison and coordinate health services and related communication and information between the Student Health Coordinator, students, parents, and staff; at the direction of the Student Health Coordinator follow-up on health issues to assure student needs are being met.
9. In coordination with the District Nurse and/o site administrator, recommend to appropriate personnel referrals of student to truancy and/or Student Assistance Team. Monitor absences particularly those excused as ill frequently, contact parents to gather information.
10. Assist in planning for compliance with communicable diseases or control of communicable diseases with the school. Assist in notification of parents of student exposure to communicable disease.
11. Provide customer service assistance to staff, parents, and/or student.
12. Perform clerical duties related to preparing, maintaining, updating, and documenting health records per school/District guidelines.

13. Assist with coordinating and arranging vision, hearing, and other screening tests for students as directed.
14. Input a variety of student health data and other information (such as data from vision and hearing screenings) into the student data system; maintain automated records and files; generate computerized lists, spreadsheets, and reports as requested.
15. Support school site coordination of medical information for field trips and overnight trips associated with school-related activities.
16. Maintain health office/area in a clean, orderly, sanitary, and safe condition.
17. Order and maintain inventory of health and first aid related supplies as required.
18. Attend and participate in various meetings as requested.
19. May serve as receptionist, assisting visitors, staff or students in person or over the telephone. Provide standard information related to area of assignment as well as analyzing information and making appropriate referrals.
20. Perform other related duties as assigned.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- High School Diploma or equivalent, two-year college degree preferred, including coursework in health-related issues.
- Combination of experience, educational, and vocational training desirable.

**KNOWLEDGE OF:**

- First Aid and adult and child CPR techniques.
- Word processing programs including, but not limited to, all Microsoft Office products.
- Obtain the requisite knowledge and skills pertaining to all aspects of maintaining a health office including health and safety regulations, but not limited to, providing clean and sterile treatment and handling blood and other body fluids.
- Complete specialized health care training, as needed.
- Basic mathematics principles used in record keeping.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.

**EXPERIENCED WITH:**

- Learn, interpret and apply District health policies, as well as applicable laws, codes, rules and legal regulations and requirements.
- Multi-task in a busy environment.
- Perform a variety of technical duties in support of student health services.
- Maintain confidentiality.
- Screen and monitor injury and illness of students per school/District health guidelines.
- Follow general health care practices and procedures.
- Properly assist students in receiving medication according to physician instructions.
- Prepare, organize, and maintain student health records and files.
- Compile and verify data and prepare reports.
- Respond effectively and appropriately to emergency situations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing including in regards to health-related activities or concerns.

- Operate a variety of office equipment including a copier, fax machine, and a computer and assigned software.
- Demonstrate tact, courtesy, positive attitude, and maintaining cooperative relationships with those contacted during the course of work.
- To remain calm and patient in stressful situations.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

#### **PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to lift and/or move up to 25 pounds.
- Ability to operate a wheelchair as required.
- Hazards: exposure to blood-borne pathogens and bodily fluids.

#### **OTHER REQUIREMENTS:**

- Must have a valid CPR and First Aide certification (issued by an authorized agency).
- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

#### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

#### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.