

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Health Aide**

Reports To: **Administration, Building Nurse and/or Coordinator of Health Services**

Pay/Pay Range: **Per MESP Bargaining Agreement**

FLSA Status: **Non Exempt**

Pay Schedule: **Bi-weekly over 26 pays**

Work Schedule: **7.5 hrs/day**

Prepared/Revised Date: **November 2022**

Work Year: **174 Days (student attendance)**

SUMMARY: The Health Aide assists and improves the smooth and efficient operation of the Nurse’s Office within their building of report by assisting in the day to day coordination of the District’s health and wellness needs for students and staff in a manner which furthers the District's mission and vision.

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. The frequency and percentage of time of duties may vary.*

Job Tasks Descriptions	Frequency	% of Time
1. Taking and recording vital signs.	D	5%
2. Administering appropriate first aid/emergency care of illness or injury to students and in accordance with school district policy and procedure and as directed by the RN.	D	10%
3. Assisting with the management of incidents with exposure to blood and body fluids.	D	5%
4. Assisting with the management of incidents with exposure to communicable diseases.	D	5%
5. Maintaining computerized listing of immunizations, chronic health conditions, daily visits and health screenings for each student.	D	10%
6. Alerting parents of needed immunizations and maintaining communication until records of immunization are provided.	D	5%
7. Operating and assisting with adaptive equipment such as wheelchairs, specialized walkers or chairs, communication devices, feeding devices, and others depending on student needs.	D	5%
8. Demonstrating a positive demeanor in all communications with students, staff and parents/families which aides in promoting a positive, safe environment for all stakeholders.	D	40%
9. Lifting/transferring students for therapies and toileting.	D	5%
10. Performing other tasks and responsibilities as assigned by the immediate supervisor(s).	D	10%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED, some college education preferred
- Completion of a certified nursing assistant program and current certified nursing assistant licensure in the State of Illinois-preferred
- Current CPR and First Aid certification-preferred but not required at the time of hire.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of instructional strategies for students with medical needs, autism, developmental delay, specific learning disabilities, behavior disorders, and other health impairment.
- Advanced knowledge of the process, creation and requirements of Individual Education Plans and Section 504 plans
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title
Reports to:	Administration, Building Nurse and/or Coordinator of Health Services

Direct Reports:	Position Title	# of Employees
	None	

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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. The employee may be required to respond to a child in crisis and employ approved restraint techniques. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.