

**TITLE OF POSITION:** Health Aid

**CLASSIFICATION:** Specialist

**LOCATION:** Schools

**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The health aid operates a school health room, providing a variety of services in support of students' healthcare needs. Health aids implement health plans, enter and maintain health related data in the student information system, administer medications, attend to students' health concerns, administer first aid, and communicate with staff and parents about students' health needs.

**EVALUATION PERIOD:** Employees who transfer to this position will be trained by a district nurse. During the first 15 work days, the nurse will determine whether responsibilities can be delegated to the employee. The previous position will be temporarily filled during this 15 day period. If the employee does not meet expectations of the position, he/she will return to his/her previous position.

**DUTIES AND RESPONSIBILITIES:**

A health aid may perform all or some of the responsibilities defined below under the direction of a district nurse:

1. Monitor students with special healthcare needs (i.e. diabetes, asthma, and allergy) per individual health care plan.
2. Monitor students on field trips, providing for healthcare needs.
3. Perform first aid triage including documentation of health information.
4. Communicate professionally with parents, school staff, and appropriate district staff regarding student healthcare needs, observing confidentiality and sensitivity.
5. Administer medication per district policy.
6. Conduct and assist with health screenings.
7. Maintain and update health records including immunization cards, health room logs, vision/hearing screening, school-wide health list and other assigned tasks in the student information system as well as in student health files.
8. Prepare and file reports as required and requested (for example, immunization compliance reporting).
9. May act as a Parent Designated Adult (PDA) for designated students.
10. Assist with health record requests, exchange of information requests, and communicating to others when records are received.
11. Responsible for maintaining and ordering supplies.
12. Maintain general sanitary conditions in health room.
13. May assist with student healthcare needs in special education self-contained classroom.
14. Assist with students' personal hygiene.
15. May perform tasks as delegated and trained by registered nurse (for example, catheterization).

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

## **QUALIFICATIONS:**

1. Must have a high school diploma or equivalent.
2. Knowledge of health care techniques and principles.
3. Ability to communicate effectively with children and adults.
4. Must be able to work in a team setting and take direction.
5. Previous experience as a substitute health aid or medical assistant preferred.
6. Ability to remain calm in times of high stress and make appropriate decisions in emergency situations.
7. Willingness to act as a Parent Designated Adult (PDA) for designated students.
8. Ability to attend to emotional and physical needs of students.
9. Ability to administer medications and perform first aid or CPR. Must have first aid certification or obtain within 30 calendar days of hiring.
10. Ability to lift objects weighing up to 50 pounds.
11. Must respect confidential nature of student information and conversations regarding students.
12. Skill in prioritizing, organizing, and completing work in a timely manner.
13. Ability to promote students' best interests through positive role modeling and student advocacy.
14. Ability to use proper grammar and English in both verbal and written communication, as well as the usage of correct spelling and basic mathematics.
15. Basic record keeping skills.
16. Basic computer knowledge including Microsoft Word, Excel, and Outlook.
17. Must have access to reliable transportation.

Testing may to be used to determine knowledge of pertinent skills.

AN EQUAL OPPORTUNITY EMPLOYER