



Position: Office/Health Aide

Dept: Clerical and Office

FLSA Status: Non-Exempt

General Definition of Work

Provides health care for elementary age students and staff under the direction of the District Nurse and performs administrative support work, and related work as apparent or assigned by the School Secretary.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- 1) Operates school health room, including maintaining health records, medication forms and an accurate log of services. Uses universal precautions when providing care and disinfecting used area.
- 2) Administers insulin and other medications.
- 3) Triage symptoms of illness and/or injury including evaluating, monitoring, and referring physically ill and emotionally at risk students to District Nurse or other appropriate resource. Administers first aid as required.
- 4) Notifies parents or guardian when a child becomes sick at school and cares for children until parent/guardian arrives.
- 5) Acts as a liaison between the school and nurse.
- 6) Orders supplies when needed.
- 7) Assists school related persons (nurses, vision and hearing testing personnel, etc.)
- 8) Serves as receptionist for the building, including answering phones, maintaining student records and files, handling mail, and receiving guests, staff, and students.
- 9) Assists school secretary. Keeps accurate employee and student attendance records and reports absence issues to the Principal. Reports lunch counts to Food Service.
- 10) Assists teaching staff with student instructional support and behavior management. Supervises students sent to the office.
- 11) Maintains confidentiality of student health information.
- 12) Assumes other duties as assigned.
- 13) Regular and reliable attendance is required.

Knowledge, Skills and Abilities

General knowledge of school office needs, including ability to use office equipment and keep accurate records.

Organization skills, flexibility and accuracy, typing, computer program use in word processing and some data processing.

General understanding of health room maintenance, dispensing medications, and administering first aid.

Ability to appropriately maintain order in lunchroom and playground and to interact well with students, parents, staff,

Education and Experience

High school diploma or GED. CPR and AED certification or willingness to obtain. Experience working with children and certification as a Nursing Assistant or health related field is preferred. Completion of the Department of Public Instruction

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force and ability to perform CPR; work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires walking and reaching with hands and arms; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts.

Environmental Conditions

This work occasionally requires exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Stevens Point Area Public School District is committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, including employment. The District specifically does not discriminate on the basis of sex in any education program or activity that it operates, as required by Title IX and its regulations. The following individuals have been designated as the District's Compliance Officers and Title IX Coordinators: For students - Jennie McMahon, 715-345-5455. For Employees - Beth Bakunowicz, 715-345-5512. For additional information on the District's nondiscrimination policies and complaint procedures, see School Board Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), 2266 (Nondiscrimination on the Basis of Sex in Education Programs or Activities), and 3122 (Nondiscrimination and Equal Employment Opportunity).

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