

TITLE:	Health Aide with Assistant Secretary duties
QUALIFICATIONS:	Trustworthy and capable of maintaining confidential information in a professional manner. Maintain effective working relationships with students, parents, other employees, and the general public. Possess capable skills in computers. Minimum educational level of high school graduate. Completion of CPR training.
REPORTS TO:	Building Principal, School Nurse
JOB GOAL:	To assist with the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized. To assist the school nurse in the smooth and efficient operation of the school health services in order to realize maximum positive impact on the educational environment.

PERFORMANCE RESPONSIBILITIES:

1. Administer first aid and emergency care as recommended in Emergency Care Procedures. When in doubt about any emergency, contact the nurse for specific instructions.
2. Serve as the primary delegated care aide for students with diabetes.
3. Assist with the care and management of children with diabetes, severe allergies and other significant medical conditions.
4. Initiate parent contacts to arrange transportation for ill or injured pupils.
5. Keep a daily record of all children seen and treated in the Health Office. Start an accident report if indicated.
6. Assist in updating and maintaining individual health records as directed by the nurse.
7. Record all screening results as directed by the nurse.
8. Assist the nurse when needed in clinics and other health programs within the schools, e.g., Kindergarten Registration, vision screening, hearing screening, etc.
9. Refer all questions regarding Health Service policies to the nurse.
10. Assist the school nurse with correspondence, reports, and notification forms as may be assigned.
11. Answer incoming telephone calls and take messages for the school nurse.
12. Inventory first-aid supplies and stock and distribute first-aid materials to teachers.
13. Supervise students as they self-administer medication(s) provided by parents and perform any record-keeping functions required by the school nurse.
14. Performs other such reasonable duties as assigned by the building principal and/or requested by the school nurse.

15. The Health Aide MAY NOT:

- Provide medication of any kind that the health aide has not received training in how to administer (She may observe a child taking medication at school if so directed by the principal/school nurse and if all policies regarding students taking medication at school are adhered to.)
- Offer diagnoses or medical opinions of any sort to pupils, parents, or staff members.
- Discuss screening results or any information on the health records. All such information is confidential and its handling is the responsibility of the school nurse and/or the building principal according to guidelines established by the district.
- Transport children.

16. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.

17. Assists in receiving and routing incoming phone calls; receiving, sorting, and delivering incoming mail; receiving and delivering interoffice written communications; and receiving and assisting visitors to the building.

18. Assists teachers in preparing instructional materials and any other office related jobs as needed per building.

19. Assists in maintaining teachers' daily absentee records and substitute teacher records.

20. Maintains student records including but not limited to scheduling, generating grades, attendance as needed per building.

21. Assists the building principal and/or other designated administrator by maintaining incident records involving student discipline, accidents, and transportation.

22. Assists with registration procedures and related fees.

23. Assists cafeteria department as needed per building.

24. Assists the Transportation Department as needed per building.

25. Other duties as assigned.

TERMS OF EMPLOYMENT: 190 Days, 7 hours per day

EVALUATION: Performance will be evaluated by the administrator in accordance with the Board Policy on evaluation of non-certified employees.

Approved: July 6, 2022