

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 8.02**

**Position Title:** Health Service Aide  
**Reports To:** School Principal

**SUMMARY**

Provides routine and emergency health care for students under the supervision of the school registered nurse (delegating nurse). Performs a variety of clerical and record-keeping duties for an individual or groups of students. Assists the school nurse in general duties as well as students with special needs.

**QUALIFICATIONS/REQUIREMENTS**

Health Service Aides shall have earned a high school diploma or its equivalent, have graduated from an accredited medical assistant program or two years comparable experience as a medical assistant and possess a high level of competence in clerical skills.

**ESSENTIAL JOB DUTIES**

- Assists daily in responding to children's medical needs and student conditions (i.e. Complaints of illness, injury, basic first aid, screening for illness) under the direction of the school nurse.
- Assists with dispensing and recording of daily medications as required under the direction of the school nurse.
- Performs a variety of clerical functions for the clinic/special education classroom and maintains accuracy in student health records, inputting procedures and results of physical, vision and hearing exams.
- Assists students with special medical needs under the direction of the school nurse.
- Communicates with parents and teachers as required and under the direction of the school nurse.
- Completes periodic training, as necessary, in the operation of the health clinic/special education classroom.
- Maintains confidential nature of all school/medical related matters.
- Assists in preparation and completion of health screenings as approved by the District Lead Nurse/Director of Ancillary Services.
- Assists in screening students for proper immunizations.
- Performs certain health care procedures under the direction of the school nurse while following District protocols (including CPR).
- Assists in special education classroom if all clinic duties are completed.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Principal/Lead Nurse/Director of Ancillary Services.

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**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District policy on evaluation of support services personnel.