

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Health Aide

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Experience working with school age groups in organizations such as scouts, church, YMCA and PTA and/or any successful job experience in similar fields.

Education:

High school diploma or equivalent. Possess a valid Red Cross First Aid Card CPR certificate.

License Requirement:

Possess a valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of School Nurse assists with health services and health education programs of consolidated application students in proportion to funding source after receiving training in basic first aide procedures.

SPECIFIC RESPONSIBILITIES

1. Assists in providing first aid to injured students and staff members.
2. Maintains first aid supplies in the Nurse's room.
3. Assists in providing supplementary services in vision/hearing programs.
4. Maintains supplemental student's health records and reports.
5. Assists in the preparation and distribution of health education materials.
6. Makes home calls regarding student absenteeism.
7. Transports injured or ill students home.
8. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Basic concepts of child development and typical child behavior characteristics;
- appropriate human relations and student needs;
- routine filing and record keeping procedures.

Ability to:

- Demonstrate a patient receptive and empathetic attitude toward children;
- communicate satisfactorily in oral and written form and serve as an appropriate language model;
- understand and carry out written instructions;
- establish and maintain cooperative and working relationships with students and adults.