Monroe-Gregg School District
Role Description

Job Title: Health Aide
Location: Elementary, Middle, or High School
Job Group: Classified- Non-Exempt (Instructional Days)
Reports to: Contracted Nursing Services & Principal

The school health aide operates under delegation and supervision of a district school nurse or school nurse manager. The health aide assists with health needs during the school day to include providing care to students who are injured or ill, administering basic first aid and medications, as well as managing chronic health conditions. Weekly service hours are thirty-five (35) to forty (40) hours per week.

Essential Responsibilities:

- Administers basic health care and first aid to provide appropriate care for ill, medically fragile, or injured students.
- Administers and records medication in accordance with district policy.
- Takes and records vitals.
- Conducts programs and/or activities (hearing, vision, color vision, immunization review, dental, etc.) for the purpose of ensuring compliance with government mandated requirements.
- Maintains computerized listings of immunizations, chronic health conditions, daily visits, and health screenings for each student.
- Works as part of a team deferring care to the School Nurse or School Nurse Manager when situations arise that are outside of his/her scope of responsibility.
- May be required to perform specialized procedures after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management.
- Facilitates sending ill or injured students home.
- Collaborates with the school nurse for the purpose of promoting needed treatment, securing information, and complying with legal requirements.
- Reports students with reportable contagious diseases to the supervising school nurse for the purpose of minimizing infection and complying with legal requirements.
- Monitors student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with law.
- Keeps inventory of medications in a properly secured area in the school clinic.
- Reports suspected child abuse for the purpose of ensuring compliance with all related requirements of the law.
- Responds to medical emergency situations for the purpose of addressing immediate safety concerns.
- Participates in the development of the school's emergency health and crisis plan.
- Maintains records of all faculty/staff medical emergency information and contacts.
- Completes all employee injury reports for worker's compensation claims and notifies administration timely.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with administration regarding health issues and concerns.
- Other duties as assigned by the principal.

Essential Qualifications:

- High school diploma or equivalent.
- Medical Assistant, LPN, or professional licensure preferred.
- Current CPR, AED, and first aid knowledge/certification as appropriate.
- Ability to deal calmly and effectively with students with disabilities, parents, and the public using diplomacy and tact.
- Highly organized and close attention to detail.
- Good working knowledge of computer applications, including word-processing, database, and spreadsheet packages.

- Excellent written and verbal communication skills.
- Ability to multi-task.
- Maintains confidentiality at all times.
- Experience working with children is a plus, not required.
- Experience working in a healthcare setting is a plus, not required.
- Must meet all qualifications set forth by the Indiana Department of Education.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and walk.
- Consistent requirements to hear, read, speak, smell, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard nursing supplies is needed.
- Specific vision abilities required include close vision, depth perception, and ability to adjust focus for observing patient conditions and administering appropriate treatment.
- Must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds.

Environmental Conditions:

Duties are performed in a school clinic and/or classroom environment. Work is performed under a fast-paced sometimes stressful environment requiring adherence to multiple priorities. The noise level is moderate. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals. Occasional interaction among unruly students/adults is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.