



JOB INFORMATION

TITLE: HEALTH ROOM AIDE

EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 410

SHIFT: As assigned

TERM OF EMPLOYMENT: Part Time, 180 Student Days

HOLIDAYS: As Per School Calendar

LOCATION(S): As assigned

RATE OF COMPENSATION: Per the Classified Compensation Plan

FSLA: Exempt _____ Non-Exempt _____

Last Edited On: 03/05/2018 Board Approval Date:

ORGANIZATION

DEPARTMENT: Classified **REPORTS TO:** Certified School Nurse or, in the absence of the Certified School Nurse, to the Building Principal in whose building the service is being provided

JOB SUMMARY AND QUALIFICATIONS

To assist the school nurse in the smooth and efficient operation of the school health service in order to realize that service is maximum positive impact on the educational environment.

QUALIFICATIONS

The Health Room Aide shall:

- a. Possess a current Pennsylvania Professional Registered Nurse License (RN) or Licensed Practical Nurse License (LPN).
- b. Must maintain current American Red Cross or American Heart Association certification in Adult, Child, and Infant CPR and Community First Aid and Safety with AED instruction. Alternatives to these qualifications must be found appropriate and acceptable by the Board.
- c. Have high school and/or supplemental training in typing, the operation of office equipment, and general clerical office practices.
- d. Have established a work history or demonstrated life skills which indicate a knowledge of and appreciation for school age students.
- e. Possesses a current approved Act 34 clearance form from the Pennsylvania State Police and Act 151 from Childline.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Maintain confidentiality in regard to student health records, family medical histories, and related information with which the health room aide may be exposed.
- b. Remain sensitive constantly to children's needs and communicate effectively with students, parents, and school personnel when needed.
- c. Help to maintain health records, immunization cards, and other required documents as they relate to the health status of students per instruction of CSN.
- d. Assist the school physician and/or school nurse with state mandated medical examinations and mandated screening if requested.
- e. Care for sick and injured children in the absence of the school nurse or upon the request of the school nurse.
- f. Following the Board approved guidelines, monitor the students' self-administration of medication.
- g. Relative to school health services, maintain an updated listing of school students, noting those students who are new to the District as well as those who have moved from the District. Maintain communication with the guidance office for smooth transfer of records.
- h. Upon request by school officials, accompany sick or injured students to their homes or hospital.
- i. Perform other duties as directed by the building principal and/or school nurse.

MISCELLANEOUS RESPONSIBILITIES

The Health Room Aide to the High School Administration shall:

- a. Perform all other duties as directed by the District Administration.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for limited periods of time.
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing
- f. Moderate moving from 15 to 50 pounds.
- g. Some carrying – up to 50 pounds.
- h. Manual dexterity to use office equipment.
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations.
- b. Must be courteous and able to deal effectively with people.
- c. Must be able to work as a member of a team.
- d. Must be able to cooperative, congenial and service-oriented.
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to complete tasks with minimal supervision.
- c. Ability to read, write and do complex computations.
- d. Ability to use correct grammar, sentence structure and spelling.
- e. Ability to organize setting to efficiently accomplish tasks.
- f. Ability to work independently and make work-related decisions.
- g. Ability to exercise good judgment in prioritizing tasks.
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.