

CLASSIFIED JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

HEALTH AIDE

SUMMARY

Under general supervision of the principal and direction from the district nurse, assists in the daily operation of a school health office; administers minor first aid; performs and participates in training in a variety of medical treatments and procedures necessary in providing specialized health care services to meet the medical and physical needs of all students; assists students in taking prescribed medications; and performs a variety of clerical duties related to the school health records and reports, as well as health programs.

REPRESENTATIVE DUTIES

- Prepares and maintains a variety of health services records, logs, and reports according to established guidelines and procedures; compiles statistical reports as required. Follows up with parents as required.
- Administers first aid to ill or injured students; contacts appropriate school authority as necessary, and follows their direction.
- Performs cardio-pulmonary resuscitation (CPR) according to established guidelines and procedures.
- Administers medication in strict compliance with doctor's orders and district policy.
- Performs limited specialized healthcare procedures and treatments.
- Assists students requiring specialized health care procedures, including, but not limited to (toileting, urinary catheterization, glucose monitoring, tube feeding, suctioning and emergency injections of medication).
- Assists in state mandated health screenings such as: vision, hearing, scoliosis or dental, as well as with student records, data entry, and follow up related to referrals of these screenings.
- Maintains health records and files; distributes health literature, forms and health information as directed.
- Assists in maintaining inventory of first aid supplies.
- Performs a variety of clerical duties related to health services, including data entry, filing, checking and recording information, and answering phones.
- Makes referrals to community resources for children and families, in accordance with guidelines.
- Maintains confidentiality of student information and records.
- Participates in scheduled staff meetings as required.
- Participates in training in specialized healthcare procedures and treatments.
- Notifies/communicates with parents/guardians of students that have been seen in the health office as necessary.

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- Keeps health office and related equipment clean and orderly.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- First aid, health and safety practices and general health care procedures.
- Basic medical and health-related terminology.
- Office practices, procedures, and equipment, especially those involved in a health office.
- Record keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Mandated reporter requirements/suspected child abuse reporting requirements.

Ability to:

- Perform a variety of basic clerical work in the preparation and maintenance of district health records and reports with accuracy and speed.
- Perform first aid and cardio-pulmonary resuscitation.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain confidentiality of sensitive and privileged information.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish positive rapport with students, teachers, health personnel, and parents.
- Attend and participate in district meetings and trainings.

EMPLOYMENT STANDARDS

Education:

- High School Diploma or Equivalent

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Experience

- One year of clerical experience involving record keeping and public contact is required.

Licenses/Certificates

- CPR is required
- First aid certification is required

WORKING CONDITIONS WHICH MAY OCCUR

- School and health services office environment.
- Direct contact with students, parents, school district staff, outside agency staff, and the public.
- Contact with blood-borne pathogens and other potentially infectious materials.
- Exposure to communicable diseases.

PHYSICAL ABILITIES

- Physical agility sufficient to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Ability to lift up to 50 pounds to assist with lifting students.
- Hearing sufficient to conduct in person and telephone conversations.
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversation, in person and on the telephone.
- Vision sufficient to read printed materials.
- Manual dexterity sufficient to write, use telephone and office equipment, and perform limited medical treatments.
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time.

Job Description – Health Aide

185 Work Days

Classified Salary Schedule 300, Row 6

Salary \$14.15-\$18.84

All 7 hour positions

Board Approved: April 14, 2016