

HEALTH AIDE - CLASS I

QUALIFICATIONS:

1. Minimum of a High School diploma
2. Current first aid and CPR certification
3. Good communication skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Nurse

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

PERFORMANCE RESPONSIBILITIES:

1. Helps maintain the health room under the direction of the school nurse;
2. Assist with examinations;
3. Maintains records and performs clerical work;
4. Attends continuing education classes as needed;
5. Be able to follow procedures in administering medication as needed to students;
6. Be able to follow procedures of care for students with special needs;
7. Be able to communicate with all the various school publics;
8. Be able to maintain confidentiality in health matters;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the supervisor. Work days of 5 hours per day or less shall not have a scheduled lunch period.

The yearly schedule shall normally consist of at least 180 days excluding holidays unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services personnel.