

## HEALTH AIDE

### DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the performance of clerical duties in a school health office and assisting the School Nurse with health related services including health screenings and emergency care. Incumbents of this position may also be employed to provide one-on-one service for students with special needs. The work is performed under the general supervision of a School Nurse, with more direct supervision from instructors and therapists in matters regarding health-related procedures. The work involves direct, daily contact with students. Supervision over others is not normally a responsibility of this job.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides care to students for minor illnesses and injuries in accordance with stated guidelines under the supervision of the School Nurse;
2. Maintains and updates cumulative student health records, including school/private physicals, immunizations, illnesses, injuries and medications;
3. May perform light typing duties that do not require a qualified typist;
4. Assists in routine school physicals, height/weight, hearing and vision screening tests;
5. May drive children to medical appointments;
6. Calls parents regarding student absenteeism;
7. Administers daily medications to students in accordance with written parent and/or physician instructions and school policy and procedures under specific supervision and monitoring of School Nurse;
8. May assist in planning and setting up bulletin boards and other educational programs;
9. Provides direct one to one service to students with special needs with activities that might be necessary as described in IEPs; duties may include escorting child in and out of building at start and end of school day; assisting child at recess and during fire drills or other emergencies; assisting with toilet skills and eating lunch.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of office terminology, procedures and equipment; knowledge of routine health screening procedures; ability to perform light typing duties that do not require a qualified typist; ability to establish rapport with and communicate ideas to students, parents and other school personnel; ability to understand and follow oral and written instructions; ability to maintain discipline; ability to work independently; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

None.

### NOTE:

1. School districts may require basic certifications (i.e. CPR, First Aid, etc.) for Health Aides who are assigned to provide one-on-one service to students with special needs.
2. In some school districts, incumbents may be required to obtain and maintain Home Health Aide certification.

AR0307

ADOPTED: 08/01/75

REVISED: 02/05/81      03/15/79      10/06/92      07/25/08