

STARK COUNTY CUSD #100
Job Description

Job Title: HEALTH AIDE

Reports To: School Principal/Superintendent

Evaluated By: School Principal

WORK YEAR: Up to 140 DAYS

WORK DAY: Up to 8 HOURS

JOB GOAL: To assist in the organization, coordination, and operational procedures of school health, maintain student health records, provide limited direct health care to students and perform clerical duties as assigned.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. 21 years of age or older
2. Ability to work in harmony with, and to communicate effectively (both orally and in writing) with students, parents, and teachers
3. Ability to understand and follow oral and written instructions
4. Ability to maintain confidentiality
5. Ability to work with accuracy and attention to detail and meet deadlines
6. Ability to post data rapidly and make accurate mathematical calculations
7. Ability to work calmly in stressful situations
8. Ability to recognize, listen and respond to sensitive situations with students, parents, and staff
9. Ability to respond in an empathetic manner in interactions with students, parents, and staff
10. Familiar with school district policies and procedures in relation to first aid care and ability to interpret these to the students and parents
11. Ability to use standard office equipment (i.e., computer, telephone, intercom, calculator, copier, fax, etc.)
12. Ability to perform secretarial and administrative support functions requiring independent judgment, decision-making and problem solving
13. Ability to maintain an efficient filing system
14. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Provide for basic emergency health care needs of students and immediate care in case of injury or sudden illness in accordance with building/district policies and procedures
2. Prepare and maintain student health records (i.e., immunizations), and assure district compliance with state standards for health services
3. Provide emotional support to students, communicate with parents regarding ill or injured students, in some circumstances assess critical medical or health emergencies and initiate appropriate response

4. Maintain student health records which include a daily log of all students
5. Per policy, dispense and administer medication and immunizations, take temperatures, pulse rates, weight and height measurements
6. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
7. Order health room supplies and maintain an inventory of medical supplies
8. Accompany a sick or injured child to his or her home or hospital as assigned
9. Maintain head lice records and assist with classroom head checks, provide parent training for head lice program
10. Participate in in-service programs as assigned
11. Act as a friendly ambassador for the Stark County School District
12. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
13. Maintains satisfactory attendance, as defined in District policy and regulations
14. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Valid Registered Nurse or Licensed Practical Nurse License
2. Criminal Justice Fingerprint Clearance
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training
4. Possess valid Illinois Driver's License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical requirements may include:

1. Moderate degree of physical stamina
2. Ability to stand, walk, and bend frequently, and occasional lifting up to 50 lbs and assisting students weighing up to 180 lbs.
3. Ability to use computer, telephone, and other office equipment for extended periods of time
4. Ability to make frequent trips from desk to counter, files, and other office location
5. Possible exposure to bodily fluids while assisting students with rest rooms or tending to illness or injury

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.