

H3

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

School Health Aide

QUALIFICATIONS

- (1) High School Diploma or equivalent
- (2) First aid and cardiopulmonary resuscitation (CPR) or agreement to become certified within the designated timeframe
- (3) Experience in a similar position or Certified Nursing Assistant preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in cardio-pulmonary resuscitation and basic first aid. Ability to work cooperatively with others. Ability to work independently within the guidelines of policy and procedure using discretion and good judgment. Ability to accept supervisory direction. Ability to stay calm under adverse circumstances and to calm others under stress. Ability to relate to children, parents and educational personnel. Ability to establish and maintain effective communication, both orally and in writing.

REPORTS TO:

School Administrator

JOB GOAL

To provide first aid and limited health services support for assigned students in an expedient and safe manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Determine students' health status upon arrival at the health room and provide appropriate care and referral if necessary.
- (2) Provide first aid and emergency care to students, notifying site administrator or designee at once if an emergency situations exists, including notification of a call is made to 911
- (3) Keep accurate records of medications brought to the Health Room in accordance with standard procedures for accepting medication
- (4) Administer medication following established procedures
- (5) Assist in control of communicable diseases according to procedures
- (6) Collect and maintain student emergency cards
- (7) Complete appropriate documentation on each student sent to the Health Room, including their chief complaint, treatment, and outcome for each student
- (8) Maintain confidentiality of information learned regarding students and their families
- (9) Participate in appropriate trainings relative to job responsibilities or program goals/requirements
- (10) Help maintain student health records
- (11) Maintain accurate, confidential, and appropriate records following established procedures

Approved August 16, 2016

Pending Board Approval December 17, 2024

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- (12) Keep the Health Room organized and orderly
- (13) Other duties as assigned

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation Plan Pay grade 11-16

~~Positions are subject to the needs of the District and will remain at Annual Contract.~~

Full Time:

182 Days

7.5 hours per day

Part Time

182 Days

Max of 5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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