

**Corning Union High School District
Job Description**

JOB TITLE: Health Aide

Salary Range: Health Aide
Services

Dept. /Family: Student Support

Immediate Supervisor: Administrator of
District Support Services

Approved By: Board of Trustees

DEFINITION:

Under the general direction of the School Nurse and the Administrator of District Support Services, performs a variety of duties related to student health care; administers first aid; maintains student health records; and performs other duties as required.

ESSENTIAL FUNCTIONS:

- Provides specialized health care services to meet the medical and physical needs of students. Services may include but are not limited to: catheterization, suctioning, colostomy care, toileting assistance for special needs students, oxygen administration, CPR, and first aid; lifting and/or transferring students.
- Follows the guidelines of the California School Nurses Association.
- Follows universal body fluids precautions as outlined by OSHA
- Under the direction of the School Nurse and school protocol, logs, monitors and dispenses prescription medication to students as directed by Doctors' written instruction.

ENVIRONMENT:

- Work is performed in an indoor environment.
- May be exposed to potential physical harm, hazardous chemicals and infectious diseases.

PHYSICAL REQUIREMENTS:

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Requires mobility/dexterity of arms, hands and fingers to reach, grasp and manipulate small objects and operate medical tools and equipment.
- Hearing and speaking to exchange information.
- Seeing to evaluate student injuries and illness.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 15 pounds, and may occasionally lift

Revision Date: 10/25/13
Approved: 10/25/13

- and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- Mobility to stand, stoop, reach and bend.

REPRESENTATIVE DUTIES:

- Cares for ill and injured students.
- Fills out and keeps records of accident reports.
- Keeps school nurse advised about students' major health or physical problems.
- Checks students for head lice, scabies and other communicable diseases as needed. Contacts parents and educates them regarding treatment of these conditions.
- Maintains health-concerns list of students with medical and physical problems.
- Reviews and records students' immunization records on computer.
- Excludes the student if necessary if they do not have the required immunization information.
- Receives files and updates the emergency medical cards.
- Schedules and assists in conducting health screening tests such as hearing, vision and scoliosis and records all results on students health records.
- Reports suspected child abuse to Child Protective Services.
- Orders and maintains health office supplies and equipment.
- Assists, as needed, in providing social/emotional and behavioral outreach information to students, refers to therapeutic counseling services as needed, attends meetings and coordinates with other staff members on students' health issues, and other MAA related activities as needed.

KNOWLEDGE, ABILITIES AND SKILLS:

- Guidelines of the California School Nurses Organization.
- Modern office methods and equipment, including computer technology.
- Record-keeping and report preparation skills.
- Current health and safety regulations.
- Provides basic healthcare services.
- Administers medications.
- Establishes and maintain effective relationships with parents, staff and students.
- Maintains confidentiality and follow HIPPA guidelines.
- Demonstrates professional behavior and work well with others.

QUALIFICATIONS:

Any one or a combination of any of the following would be qualifying: college classes, vocational training, and/or on the job experience relative to the essential functions of this job.

- High school diploma or equivalent required.
- Current CPR and First Aid certificate required.

- Experience working in a school setting or with special needs children preferred.
- Ability to speak, read, writes and communicates effectively in English.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operators License.