

HEALTH AIDE

DEFINITION

Under general supervision, assists in the care of ill or injured student(s); administers routine first aid and emergency treatment; assists in performing a variety of clerical and office duties related to the Health Services program at a school; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- renders first aid treatment to injured and ill student(s)
- provides a quiet, comfortable, and calming atmosphere for ill and injured student(s)
- performs routine evaluations of student illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance
- assists with the preparation of a variety of procedures pertaining to the health conditions of student(s)
- provides information to nurse regarding health concerns and updates on student(s)
- may perform medically related procedures, following district policies and guidelines
- records health history and the results and maintains records of health examinations and issues
- may assist in cleaning and changing of ill student(s) and physically involved student(s), and in the cleaning and disinfecting of the student health area
- verifies student absences due to illness
- monitors student(s) supplies for health care

QUALIFICATIONS

Knowledge of: Principles, methods, and practices of first aid and routine emergency treatment; equipment, supplies, and terminology commonly associated with a student health facility; modern office methods, procedures, and techniques; proper English usage, spelling, grammar, and punctuation for good communication and note taking; organizational skills.

Ability to: Perform routine first aid and emergency treatment for ill and injured student(s); communicate effectively in oral and written form; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain records; recognize and respect information of a confidential nature; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will frequently assist wheel chair bound student(s) to toilet and/or other chair
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of paid or volunteer experience working with Special Education and/or handicapped school age children is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental training or coursework in special education, instructional technology and career awareness is desirable.

Certificate Requirement: Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.