



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## HEALTH AIDE

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assists in the care of ill or injured student(s); meet the health needs of students; 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 job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Screen and assess medical conditions of assigned students; examine student and identify illnesses, injuries and medical emergencies; take temperature; provide treatment and administer first aid and emergency medical care as necessary.
- Monitor and assist students with special health care needs as directed; administer catheterizations under the training and direction of a School Nurse; pick up and move students as needed; assist students in receiving adequate medical services to ensure optimal health.
- Render first aid treatment to injured and ill student(s)
- Provide a quiet, comfortable, and calming atmosphere for ill and injured student(s)
- Perform routine evaluations of student illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance
- Perform a variety of clerical duties to meet the health needs of students; respond to student health issues and problems; notify health agencies of student illness, injury or emergencies as necessary; coordinate response to emergency situations.
- May dispense medications according to physician instructions; maintain medication logs; collect and process medication and various other medical forms.
- Assist with the preparation of a variety of procedures pertaining to the health conditions of student(s)
- Provide information to nurse regarding health concerns and updates on student(s)
- May perform medically related procedures, following district policies and guidelines
- Record 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
- Monitor student(s) supplies for health care
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### 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, both orally and in writing.
- 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.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree.

**EXPERIENCE:**

One year of paid or volunteer experience working with Special Education and/or special needs school age children is preferred. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:**

- 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.
- Successful completion of training provided by Health Services prior to start date.
- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Supplemental training or coursework in special education, instructional technology and career awareness is desirable, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/outdoor work environment.

**PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that the 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 wheelchair bound student(s) to toilet and/or other type 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.

POTENTIAL HAZARDS:

Exposure to bloodborne pathogens, bodily fluids and communicable diseases.

**Revision Date: 2/1/2024**