

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: HEALTH AIDE

EMPLOYEE CLASSIFICATION: Non-Exempt, Classified

MINIMUM QUALIFICATIONS:

- Current Certified Nurse's Assistant Certification, or degree/certification in a health care related field
- CPR/First Aid Training/AED Certification
- Effective oral and written communication skills
- Basic computer skills - Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher) preferred
- Experience with CHIPS (student health information database) preferred
- Valid Arizona Driver's License

OVERVIEW OF JOB DESCRIPTION: Assist district LPN's/RN's in creating a climate of health and well-being for each student in district schools; assist district LPN's/RN's in maintaining health records for district students.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policies.
2. Assists nurse in conducting school health services, including physical assessments and designated screenings.
3. Observes students on a regular basis to detect health needs, inclusive of administering health screening tests.
4. Maintains up-to-date cumulative health records on all students as information is reported to the school by the parent/guardian.
5. Obtain training to become certified to administer hearing screenings to students.
6. Takes direction from nurse for the care of a student or staff member who has suffered injury or emergency illness.
7. Consults with parents concerning the pertinent health matters of their children.
8. Assists nurse in enforcing state immunization laws.
9. Assists in the distribution of medication to students as ordered by a physician, under the supervision of the school principal and school nurse, and in accordance with school board policy.
10. Helps nurse supervise medication of students as ordered by a physician and in accordance with board policy.
11. Transports students by district vehicle when the health or welfare of the student dictates the need for transportation.
12. Assists nurse in setting up health and first aid centers in each school; keeps first aid supplies at strategic points in each school for the immediate treatment of minor injuries.
13. Acts as a liaison between health practitioners and school personnel, under the direction of the school nurse.
14. Assists the school nurse in obtaining reports on students from health practitioners.
15. Provides both formal and informal health education for students, parents, and staff.
16. Participates with school staff in developing and implementing total school wellness programs.
17. Attends meetings and conferences regarding health services and health curriculum.
18. Prepares and submits reports as requested by the Superintendent.
19. Completes forms required for employee and student accident claims and turns them into the site supervisor.
20. Provides for the emotional and physical comfort of the students.
21. Assists in the care of students in accordance with a student's health care plan.
22. Assists the school nurse in making initial and ongoing nursing assessments to determine nursing diagnoses for students with disabilities.
23. Assists the school nurse in creating nursing care plans consistent with the educational goals of the district.
24. Maintains a safe environment.
25. Participates, in coordination with members of a multidisciplinary team, in creating and evaluating Individualized Educational Plans for students with disabilities.
26. Maintains effective communications with parents, staff, and students.
27. Performs other job related duties as assigned.

REPORTS TO: Principal, School Nurse

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated by the school principal (with input on performance from school nurse) in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.

Approved by Board: 6-22-17