

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **HEALTH AIDE**

SUPERVISOR: School Nurse and Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

## QUALIFICATIONS:

1. High School diploma or equivalent
2. Current Kansas Board of Nursing certificate for Certified Nurse Aide or Licensed Practical Nurse
3. Must have current certification in First Aid and CPR
4. Must have knowledge and ability to use office machines and health equipment as required
5. Must have good communication skills (reading, writing, speaking, telephone & interpersonal)
6. Maintain current TB testing as required by Health Department regulations

## ESSENTIAL FUNCTIONS:

1. Pursues the health room office duties as established by the registered nurse.
2. Informs registered nurse of health emergencies and provides updates on health room activities as needed.
3. Assists School Nurse with notification of parents of the need for medical referrals and follow up on them so that all students receive the proper care.
4. Follows district health services guidelines in documentation of daily health visits, medications, procedures and other health service related functions as directed by the registered nurse.
5. Maintains accurate and permanent health records for all students.
6. Attends professional trainings and workshops to enhance nursing skills and current licensure.
7. May assist the school nurse only as delegated, with monitoring Blood Borne Pathogen procedures, training personnel to meet OSHA standards, monitor communicable diseases, and inform teachers and parents of procedures to ensure the safety of staff and students.
8. Performs others duties as assigned.
9. Performance of duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit will be evaluated as needed.
10. Communicates with the school nurse in implementing health related programs for appropriate action.
11. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Maintains documentation as directed.

## PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Must occasionally work in a noisy crowded, environment with numerous interruptions.
2. May be required to wear protective garments and/or gloves for exposure control under limited circumstances.
3. Mentally & physically able to perform job functions. Ability to move, lift, pull or push heavy objects and flexibility to get down on hands and knees to render first aid if needed.
4. Requires regular attendance and physical presence at the job.

## HEALTH AIDE MAY NOT:

1. Discuss confidential information regarding students/staff.
2. Give or recommend medications of any kind, except as directed by the school nurse.
3. Offer diagnosis of medical opinions of any kind.
4. Contact student's physicians unless indicated by licensure.
5. Provide health education programs, except as directed by school nurse.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: As needed by school administration and/or school nurse.

APPROVED: 5/13/2013