

Davis Joint Unified School District

Position Description

Position: Health Aide

Salary Range: 29

Summary

Provide generalized health services to students under guidelines provided by the school nurse; routine record keeping, and student supervision.

Distinguishing Characteristics

This position works independently under the direction of a certificated and licensed school nurse. This position is under the direct supervision of the Director of Students Services.

Essential Duties and Responsibilities

Incumbents may perform any combination of the essential duties listed below. This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

- Provide, after training, the following medical procedures including, but not limited to, administration of medication including insulin, blood glucose checks, insulin pump use, NG tube feeding, and gastrostomy tube feeding. Procedures will be monitored by the school nurse.
- Care for ill students in the classroom; take action in emergency situations; assist students with personal care
- Perform a variety of record-keeping activities involving charting student progress and the administration of medical procedures according to established procedures; set up and maintain student health, immunization, and emergency medical records; assist school nurse with physical screening and other appraisal evaluations; assist with head lice checks
- Maintain health office, medical supplies, and equipment
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities
- Perform related duties as assigned

Qualifications

Knowledge and Skills

- Cardiopulmonary resuscitation (CPR) and first aid
- Ability to be taught required health skills by District registered nurse
- Correct English usage, spelling, grammar, punctuation, vocabulary and mathematical skills
- Interpersonal skills using tact, patience, and courtesy
- Medical record keeping, filing, and confidentiality requirements
- Health and safety regulations

Abilities

- Perform the basic function of the position.
- Maintain accurate and confidential records.
- Respond effectively to emergencies.
- Work cooperatively with students, teachers, nurses, and others.
- Work under direction.
- Perform moderate lifting of students according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions.
- Meet state and district standards of professional conduct as outlined in Board Policy.

Physical Abilities

- Requires ambulatory ability to go to different locations
- Requires speaking and hearing to communicate in person or over the phone
- Requires visual acuity to read words, numbers
- Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time
- Requires sufficient arm, hand, finger dexterity in order to operate a personal computer

Education and Experience

- Graduation from high school
- One year of experience working with school-age children in an organized setting preferred.

Licenses and Certificates

- Hold a valid California driver's license, provide proof of insurance
- CPR and First Aid certificate required

Working Conditions

Sample Environment:

- Health office, classroom, or diversified special education classroom, and bus environment

Sample Physical Abilities:

- See to monitor students; hear and speak to exchange information; dexterity of hands and fingers to perform health care procedures; bend at the waist or crouch; stand and walk for extended periods of time; push wheelchairs; transfer students to and from bus; dress and lift students

Sample Hazards:

- May experience exposure to bodily fluids and infectious diseases