

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
HEALTH AIDE**

DEFINITION:

Under general supervision of the School Health Consultant, performs a variety of duties relating to student health care; administers first aid; maintains student health records; and performs other duties directly related to this job description.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, or because of assignments made by certificated personnel, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Screens sick and injured students and gives first aid or offers assistance until care is available.
- Sends notices to teachers and parents.
- Prioritizes day's activities.
- After training with the school nurse, will perform urinary catheterization, gastrointestinal feedings and/or other routine healthcare procedures.
- Screens students for head lice.
- Informs parents and staff regarding recommended parasite control measures.
- Informs parents and staff of available community resources.
- Informs parents and students of hygiene requirements.
- Prepares state reports.
- Charts test results.
- Prepares lists of students needing various screenings.
- Arranges screening schedules.
- Keeps computer records.
- Creates screening lists in needed format.
- Maintains log of students' visits to health office.
- Observes sick students and reports changes in appearance.
- Dispenses medication to students on request of the physician and the parent, assess immunization requirements, and monitors those students not in compliance.
- Drive frequently for department business.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Working with children highly desirable.
- Typing and computer skills at a level necessary for expected job performance.

Knowledge of:

- Appropriate English usage, punctuation, spelling, and grammar.
- First aid techniques.

Skill and Ability to:

- Lift or assist in lifting students and medical or instructional equipment.
- Exercise good judgment and stability required in minor and major first aid accidents.
- Quickly assess situations and work on a priority basis.
- Use a computer to keep student records and create working lists from the database.
- Write legibly and make neat entries on permanent records.
- Communicate orally.
- Learn the procedures and policies of the school health program.
- Obtain the cooperation of children and adults.
- Learn and implement medical procedures (ie: g-tube feedings, catheterizations, suctioning, etc.) as directed by School Health Consultant.

Environmental Conditions:

- Primary indoor classroom and school setting.
- Temperature-normal climate.

Job Particulars:

- Tools/Equipment/Work Aide-All bodily fluids shall be handled as infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.
- Valid California driver's license and evidence of insurance.

Contacts:

- Daily contact with students, teachers, school and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

Education:

- High school graduate or equivalent.
- Emergency Medical Technician Certification or demonstrate equivalent preparation desirable.
- Current CPR/First Aid.

PHYSICAL DEMANDS:

- Dexterity and physical condition to maintain a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 80 pounds and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.
- Moderate to high stress level.
- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.